

Reimburse of Monthly Travelling Allowance

From:

Through:

To

Name Amit Kumar Mishra

M Name: Tarun Tayal

Finance Department

Ref: Fixed Monthly Allowance in lieu of Company Vehicle Arrangement and Hard Site Posting Allowance Circular No 31/2016 dated 21-10-2016.

With reference to the above please find the below mentioned summary of Fixed Monthly travelling Allowance for the month of December'2017

Distance Details	No. of days (Nos.)	Eligible Amount(Rs.)	Total Amount(Rs.)
Not less than 20 kms		107*3.77	403
Not less than 50 kms			
		Total	403

As per Circular Annexure A and B are enclosed for your ready reference. As per the monthly limit i.e. Rs. 403 may be reimburse to Mr Amit Kumar Mishra, Sr. Engineer (Tech.)

Account details:

Bank Name: HDFC Bank

Account No: 50100128678062

IFSC Code: HDFC0000412

Branch: Aliganj, Lucknow

Signature:

Amit Kumar Mishra

*Verified
Amit Kumar Mishra*

TRAVEL LOG BOOK

Fixed Monthly Travel Allowance

Site / Posting Location :

[illegible]

Signature of Site incharge :...

Date :

9/13/12	2
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CLAIM FORM

Fixed Monthly Travel Allowance

Claim Month	DEC'17
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I do hereby certify that I travelled on the above mentioned dates in connection with office work.

Date _____

21/12/17

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Counter sign by Zonal / Regional Manager