

## Reimburse of Monthly Travelling Allowance

From:

Through:

To

Name Amit Kumar Mishra

AM Name: Mr. 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 Nov'2017

| Distance Details     | No. of days (Nos.) | Eligible Amount(Rs.) | Total Amount(Rs.) |
|----------------------|--------------------|----------------------|-------------------|
| Not less than 20 kms |                    | 153*3.77             | 577               |
| Not less than 50 kms |                    |                      |                   |
|                      |                    | Total                | 577               |

As per Circular Annexure A and B are enclosed for your ready reference. As per the monthly limit i.e Rs 577 may be reimburse to Mr. Amit Kumar Mishra.

Account details:

Bank Name: HDFC Bank

Account No: 50100128678062

IFSC Code: HDFC0000412

Branch: Aliganj, Lucknow

Signature:

*Amit K. Mishra*

*Verified  
Amit K. Mishra*

## CLAIM FORM

### Fixed Monthly Travel Allowance

I do hereby certify that I travelled on the above mentioned dates in connection with office work.

Signature: \_\_\_\_\_

Verified that the travel on the dates claimed above was actually undertaken and was duly authorized.

Name :

Date \_\_\_\_\_

Charge Sandeep Kumar  
SANDEEP KUMAR  
DEPUTY MANAGER (TECH)  
21-12-2017

21-12-2017

haver

Counter sign by Zonal / Regional Manager



## TRAVEL LOG BOOK

## Fixed Monthly Travel Allowance

## Site / Posting Location :

|       |          |
|-------|----------|
| Date: | 21/12/17 |
|-------|----------|