

CONVEYANCE CHARGES INCURRED FOR THE GOVERNMENT PURPOSE

To  
 The Principal,  
 Ambedkar Polytechnic  
 Shakapur, Delhi.

Sub: Reimbursement of Conveyance Charges.

Sir/Madam,

I was directed to call at the following office on the dates shown against each. I request you to kindly reimburse the expenditure incurred by me on the conveyance charges

Certified that the amount of the bill has not been drawn before. Certified expenditure incurred is minimum which could not be avoided. Certified that no Government conveyance was used for the bonafide journeys. Certified that no Government conveyance been provided.

Date	From	To	Purpose	Conveyance used	Amount Conveyance Charges (Rs)

Yours faithfully,

( \_\_\_\_\_ )  
 Designation

Please pay Rupees ..... (Rupees ..... only)  
 Out of permanent advance/contingencies.