



# BHARAT HEAVY ELECTRICALS LIMITED

## CLAIM FOR REIMBURSEMENT OF TRAVELLING ALLOWANCE

Interviewed for the post of .....on .....at.....

1. I travelled from ..... To .....  
in ..... Class by Train / Bus on ..... vide ticket No.....  
and will travel back on ..... in ..... Class by Train / Bus.

2. Please reimburse the amount of Rs.....(in words Rupees.....  
and paise .....only) to me towards to and fro fares.

3. Particulars of journey other than mailing address:

(i) From ..... To .....

ii) Distance (Kms) .....

(iii) Amount of Fare Rs. ....

Signature:.....

Name:.....

Date :.....

Roll No.....

**NOTE :** The reimbursement will be made for the distance from the mailing address to the actual distance travelled whichever is less. The claim will be restricted to the shortest route.

### (To be filled by HR Department)

Countersigned and forwarded to Accounts Department for verification and payment of Rs.....(in words Rs..... only)

**HR EXECUTIVE**

### (For use in Accounts Department)

Passed for payment for Rs.....(in words Rs. .... only)

**Sr.Accountant**

**Sr. Accounts Officer**

Received Rs. \_\_\_\_\_ only.

Signature \_\_\_\_\_