TRAVEL REIMBURSEMENT CLAIM FORM

(For Use of Personal Vehicle on Official Duty)

Employee Name	Designation	Cell

Vehicle Type (Car/Bike/other) & Model	
Vehicle Number	
Fuel Type (Diesel/Petrol/other)	

Date of Travel	From (Place)	To (Place)	Purpose of Visit	Opening Odometer	Closing Odometer	Total Distance (km)

Calculation

Total Distance (Km)	
Mileage (Km/L)	
Total Fuel Used (Ltr)	
Fuel Price (₹/Ltr)	
Cost per km (₹)	
Total Fuel Cost (₹)	

Additional Expenses (If Any)

Expense Type	Amount (₹)	Remarks
Toll Charges		
Parking Charges		
Other		

Grand Total: _____

Employee Declaration

I hereby declare that the above journey was undertaken for official purposes only and the claim submitted is true and correct.

Signature of Employee: Date:

For Office Use Only

Verified By (Reporting Officer)	
Checked By	
Approved By	