

CERTIFICATE FOR REIMBURSEMENT OF TAXI/AUTO CHARGES

Name:

Designation :

Department :

I travelled by Taxi/Auto from _____ to _____ during
the visit to _____ on _____ for the purpose of _____.
The distance between these two places is _____ Kms. The Taxi/Auto I used had Regn.
No. _____. I paid Rs. _____ (Rupees _____ only)
for the above journey. This amount may be reimbursed.

Date:

Signature