**TRAVEL REIMBURSEMENT APPLICATION / CLAIM FORM**

Name of the candidate : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BPCL Application no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Category (SC/ ST/ PwD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub category/ Type of disability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for Communication : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pin Code No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email ID : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

CGM (HRD)

Bharat Petroleum Corporation Ltd.

Mumbai-400 001.

Dear Sir/Madam,

# REIMBURSEMENT OF TRAVEL EXPENSES

I have incurred the following expenditure on Bus/ Rail fare in connection with ‘Centre Based Online Examination’ for the post of Junior Executive (Engineering)/ Associate Executive (Engineering)/ Junior Executive (Accounts)/ Junior Executive (Quality Assurance)/ Associate Executive (Human Resources) on 5th Nov 2023. I declare that the distance travelled by me is more than 30 kms. I also declare that I am not claiming any local transportation charges. The details are given below:

Ticket No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stations/Bus station Travelled from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Inward Journey Exps. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add: Outward Journey Exps. Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount Claimed Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The relevant tickets/copies of tickets are enclosed. Kindly arrange to reimburse in accordance with your Corporation’s Rule.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**(FOR OFFICE USE ONLY)**

**RECEIPT**

Received an Amount Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only) in full and final settlement of my aforesaid claim.

Checked & verified.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the Verifying Officer) (Signature of the Candidate)