



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY**  
**RAE BARELI**

**Application for Fuel Reimbursement**

Date: \_\_\_\_\_

Name of the Employee: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Month for which claim is made: \_\_\_\_\_  
Type of Vehicle: \_\_\_\_\_  
Vehicle No.: \_\_\_\_\_  
Total run of Vehicle: \_\_\_\_\_  
Amount claimed: \_\_\_\_\_

I hereby certify that the above vehicle is owned by me and I have used my vehicle for official work to the extent of above mileage claimed.

(Signature of Employee)

(SIGNATURE OF APPROVING AUTHORITY)

**Note:** All the claims should be submitted within three months.