



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
RAE BARELI

Additional Communication Expenses

Date: _____

Kindly reimburse me ₹ _____ (₹ _____ only) for
the month of _____ as additional reimbursement towards
communication expenses for acting as **Hostel Warden**.

Signature: _____

Designation: _____

(SIGNATURE OF APPROVING AUTHORITY)

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