



# DELHI TECHNOLOGICAL UNIVERSITY

Established under Govt. of Delhi Act 6 of 2009  
(Formerly Delhi College of Engineering)  
BAWANA ROAD, SHAHBAD DAULATPUR, DELHI-110042

## PERFORMA FOR CLAIMING CONVEYANCE CHARGES FOR LOCAL JOURNEY

I was directed to cell at the office(s) on the date(s) mentioned below for official purpose. The amount incurred on conveyance may reimburse to me

Date	From	To	Purpose of Journey	Mode of Journey	No. of Kilometres	Amount (Rs.)

Certified that:

1. No Government Transport was provided
2. No other charges have been claimed
3. The claim is/ are less than three months old and has not been claimed
4. The total amount of claim does not exceed Rs.3,000/- per month

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

SECTION \_\_\_\_\_

SIGNATURE OF BRANCH INCHARGE

SANCTIONED