

## Reimbursement for Driver

This is to certify that I have paid Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ only), to Driver, Mr. \_\_\_\_\_ for the  
month of \_\_\_\_\_ ( Acknowledged receipt enclosed). I also declare that the driver is  
exclusively utilized for official purpose only.

Please reimburse the above amount. I further declare that what is stated above is correct and true.

Signature \_\_\_\_\_

Name of Employee \_\_\_\_\_

Date \_\_\_\_\_

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## Receipt acknowledgement

Date of Receipt : \_\_\_\_\_

For the Month of : \_\_\_\_\_

Name of Driver : \_\_\_\_\_

Car No. : \_\_\_\_\_

Received a \_\_\_\_\_ sum of Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_ only) for the \_\_\_\_\_ month of  
\_\_\_\_\_ from Shri. \_\_\_\_\_ of VNL.