

Required Attachments for Conveyance Reimbursement

Employee & Claim Details

Employee Name	_____
Employee ID	_____
Department	_____
Claim Period	_____
Date of Submission	_____

Checklist of Required Attachments

#	Description	Attached (Yes/No)
1	Original Travel Tickets / Bills / Receipts	_____
2	Duly Filled Conveyance Reimbursement Claim Form	_____
3	Travel Itinerary / Route Map (if applicable)	_____
4	Approved Tour/Travel Authorization	_____
5	Other Supporting Documents (if any)	_____

Important Notes

- All claims must be supported with original bills/receipts, photocopies are not accepted.
- Ensure the claim form is duly signed by the employee and the reporting manager.
- Claims submitted without required attachments will not be processed.
- Submit the claim within the stipulated time as per company's reimbursement policy.
- Maintain copies of all submitted documents for personal reference.