



INDIAN INSTITUTE OF PETROLEUM & ENERGY
भारतीय पेट्रोलियम और ऊर्जा संस्थान

CLAIM FOR REIMBURSEMENT UNDER CPDA
(Other than Telephone/Mobile/Broadband Bill)

Name :
Department :
Employee Code :

Category of Expenses	Invoice No. (Encl. No.)	Details	Amounts (₹)	Receipt No. (Encl. No.)
Membership				
Non Consumables				
Books				
Contingency				
Consumables				
Others (Prior Permission Required)				
Total Amounts (₹)				

This is to certify that the above claims are being made (with bills/receipts/details in the attached sheets) for the professional development (i.e. related to research and teaching) and may be reimbursed from balance fund available in my CPDA account.

Enclosure Details

Encl. No	Details
1.	
2.	
3.	
4.	
5.	
6.	

Signature of the Faculty
Date:

Not / Recommended with Remark

Signature of HoD/DIC