Date:

Head, HRA Division

Menjong Sorig Pharmaceuticals Corporation Ltd.

Thimphu

Sub-Reimbursement of fuel for BG-1-A ……………………

Sir,

Please find herewith the following fuel supply memo for reimbursement of above vehicle.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SI #** | **Fuel supply memo no.** | **Date** | **PoL drawn** | **Amount** | | **Remarks** |
| Nu. | Ch. |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total | | |  |  |  |  |

1. Previous km reading …………………….
2. Present km reading ……………………..
3. Total km covered (A-B) ………………..
4. Previous tank balance ………………….
5. Present tank balance ……………………
6. total HSD consumed (total PoL drawn + (D-E)) ………………………
7. Average km covered (C-F) ……………

I hereby certified that logbook entries are completed in all respect and PoL drawn so far has been properly utilized for official duty for which entries have been made in the logbook.

Submitted by Verified by

Signature & Name of Driver Head, HRA Division