



METHODEX SYSTEMS PRIVATE LIMITED

TOUR EXPENSE STATEMENT

Tour ID :	TOUR0000027	Report Date :	29/04/2020
ER Code :	ER01980	Departure Date/Time:	29/04/2020 06:35
Name :	RAJESH DHAWAN	Arrival Date/Time:	29/04/2020 23:00
Designation:	ACCOUNTS EXECUTIVE	Duration (Days:Hrs):	1.0
Branch:	HEAD OFFICE	Total Amount:	
Department Code:		Project Code:	
Place Visited:	CHANDIGARH	Advance Amount:	5000

A.PASSAGE BOOKING

Tour Date	Place From	Place To	Travel Mode	Travel Class	PNR No.	Fare Paid By	Fare Amount
29/04/2020	Delhi	Chandigarh	Taxi	Ac		Self	500
29/04/2020	Chandigarh	Delhi	Bus	Delux		Self	800

B. LOCAL TRAVELLING EXPENSES

TOTAL:1300

Travel Date	Place From	Place To	Travel Mode	KM	Purpose	Fare Amount
29/04/2020	Isbt	Chd-Off	Auto			60
-Select-	Chd-Off	Isbt	Auto			60

C.HOTEL & BOARDING EXPENSES

TOTAL: 120

From Date	To Date	Accommodation Paid By	Hotel Bill No.	Hotel Rent Amount
-Select-	-Select-	Self Paid		

D.DAILY ALLOWANCE

TOTAL: 0

Departure Date	Return Date	Days	Amount
29/04/2020	29/04/2020	1.0	150

E.MISC EXPENSES

TOTAL: 150

Expense Date	Purpose	Amount
29/04/2020	Lunch	125

F.BUSINESS REPORT

TOTAL: 125

Organisation	Contact	Designation	Description	Value	Followup On	Plan of Action

G.DEDUCTION :

Particulars	Total Deduction
No Record Available	

MEMBER REMARKS :

TOTAL: 0

GRAND TOTAL:

ADVANCES PAID: 5000

DEDUCTION AMT.: 0

NET PAYABLE:

NET PAYABLE/RECEIVABLE BY COMPANY

EMPLOYEE SIGNATURE

MANAGER SIGNATURE

HO SIGNATURE