

## Expense Report

<b>Employee ID/Name</b> 28193 Abinash Mishra	IS1	<b>Sheet ID</b> 0000090397	<b>Business Unit</b> GLSTP
<b>Reference</b>	<b>Business Purpose</b> OTHERS		

**\*0000090397\***  
\* 0 0 0 0 0 9 0 3 9 7 \*

### Expense Lines

Date	Billing Type	Expense Type	No Receipt	Personal	Expenditure Method	Transaction Amount	Exchange Rate	Amount
Description	Additional Information				Merchant	Location		
01/31/2018	NONBILL	Transfer - Relocation Exp			EFT Electronic Fund Transfer	8,989.00 INR	1.00/1.00	8,989.00 INR
Movers & Packers						BLR Bangalore, India		
02/04/2018	NONBILL	Transfer - Relocation Exp			EFT Electronic Fund Transfer	115.00 INR	1.00/1.00	115.00 INR
Guest House Relocation Cab						PUNE Pune, India		
01/31/2018	NONBILL	Transfer - Relocation Exp			CSH Cash	850.00 INR	1.00/1.00	850.00 INR
Movers & Packers - Packing & Despatch						BLR Bangalore, India		
02/01/2018	NONBILL	Transfer - Relocation Exp			EFT Electronic Fund Transfer	209.41 INR	1.00/1.00	209.41 INR
Travel Day Home - Office						BLR Bangalore, India		
02/01/2018	NONBILL	Transfer - Relocation Exp			EFT Electronic Fund Transfer	103.14 INR	1.00/1.00	103.14 INR
Travel Day Airport - Guest House (MIT Enclave)						PUNE Pune, India		
02/04/2018	NONBILL	Transfer - Relocation Exp			CSH Cash	220.00 INR	1.00/1.00	220.00 INR
Guest House Bill - 1						PUNE Pune, India		
02/15/2018	NONBILL	Transfer - Relocation Exp			CSH Cash	1,260.00 INR	1.00/1.00	1,260.00 INR
Guest House Bill - 2						PUNE Pune, India		

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Date	Billing Type	Expense Type	No Receipt	Personal	Expenditure Method	Transaction Amount	Exchange Rate	Amount
Description	Additional Information				Merchant		Location	
02/06/2018	NONBILL	Transfer - Relocation Exp			EFT Electronic Fund Transfer	75.95 INR	1.00/1.00	75.95 INR
Guest House and Office Communication Cab							PUNE	Pune, India
02/14/2018	NONBILL	Transfer - Relocation Exp			EFT Electronic Fund Transfer	68.00 INR	1.00/1.00	68.00 INR
Guest House and Office Communication Cab							PUNE	Pune, India

<b>Employee's Certificate</b> : I certify that for days on which Fixed TE has been claimed, I have settled all conveyance allowance / car hire bills directly. I certify that the above expenses have been incurred wholly and exclusively for the performance of official duties.  <b>Employer's Certificate</b> : Payment Approved. I certify that the above expenses have been incurred wholly and exclusively for the performance of official duties.		
Employee Signature	IS3	Date
Garg,Rajat		19-Mar-2018
Approved By(Supervisor)	(Supervisor Grade)	Date
Approved By(Finance)		Date

Total Expenses	11,890.50 INR
Less Personal Expenses	0.00
Less Prepaid Expenses	0.00
Less Company Paid Expenses	0.00
Less Cash Advance	0.00
Amount Due Employee	11,890.50

Please attach all supporting - Tickets, Boarding Passes, Travel Agent's Bills, Car Hire Bills, Hotel / Restaurant Bills, Misc. Expenses Bills, Credit Card Charge Slips, Cash Payment Receipts etc.

The payment will be directly credited to the bank account mentioned below

Bank Name:

Bank Account Number:

Receiver's Signature

Employee Phone	Sheet ID 0000090397	Department DIGI_MFG	Entered By user 28193	Receipt ID	Creation Date 03/08/2018	Print Date 6/19/2018	Page Number Page 2 of 2
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