

One The 416 Technologies Pvt Ltd

Tour Expense Reimbursement Form

Employee Name AKGSI KP Designation Software Engineer
 Office/Branch Bangalore
 Place of Travel Kerala Department _____
 Mode of Travel ☒ Train/ Car Advance Taken _____
 Travel Booking by ☒ Employee / Office
 Travel Date (From) 13/08/2024 Travel Date (To) 18/08/2024
 Tour Authorisation 19/08/2024 Verified by HR _____
 Form Submitted on (Date) _____ (Signature)

Date	Travel Details	Amount (Rs.)	Supporting Document Details
18/08/2024	Bus Ticket # 121769	3200	Bus Ticket

S.No.	Expense Type	Amount (Rs.)
1	Boarding & Lodging	
2	Food / Meal	
3	Local Conveyance	
4	Other Expenses	
	TOTAL	

Total Expense by Employee : Rs. 3200/-
 Advance Taken : _____
 Amount to be paid to Employee : Rs. 3200/-

	Amount (Rs.)
Total Expense by Employee	<u>3200</u>
Direct Expense by office	<u>-</u>
Total Tour Expense	<u>3200</u>

Employee Signature: Akhil Date: 19/08/2024
 Verification Authority (Signature & Name): [Signature] Jinesh John Zacharias
 Approving Authority (Signature & Name): _____ P.T.O



RUKMA TRAVELS

Rukma Travels

Ticket Details For Akhil Kp From Ettumanoor To Bangalore On service TVLA-BNG

Ticket No	121769
Seat No	U18 - 1 Seats
Journey Date	18/08/2024
Dep Time	06:30 PM - Report atleast 15 minutes prior to the departure time at this boarding point
Boarding At	Ettumanoor , Infront of toms textiles , Ettumanoor, Kerala , Pin: 000000
Drop Off	Silk Board , Near girias, Bangalore, Karnataka, Pin: 000000
Total Fare	₹3,212.06
Booked On	18/08/2024 12:59 PM
Booked By	System Administrator