

Sukalpa Tech Solutions Pvt Ltd.

Travel Expenses Report Domestic/International

Employee No :-

STS-00043

Designation

Engineer

Department

Mechanical

Location

Pune

Employee Name:-

Sameer P

Starting Date of Travel

01-Jun-25

Location From

BANGLORE

Division

Currency

INR

Start Time

End Time

30-06-2025 03:30

Claim No

Exchange Rate

1

Purpose of Travel

Officel

To

BANGLORE

Claim Date

19-07-2025

Particular		Travel	Hotel	Allowance				Business Meals/Entert ainment	Communication/Insur ance	Other/M isc. Expense	Grand Total	remarkas
Date	Com Paid Air/Travel	Rental Car/Auto/Bus/R ail/Parking & Toll	Hotel Room& Taxes	DA Allowance	Breakfast	Lunch	Dinner					
09-06-2025		317.00			50.00	150.00	120.00				637.00	deusi
10-06-2025		262.00				100.00	130.00				492.00	deusi
	-	579.00	-	-	50.00	250.00	250.00	-	-	-	1,129.00	
									Total Amount		1,129.00	
									Less :- Advance			
									Claim Amount		(1,129.00)	
Terms & Conditions								Approver NameSOMESH S		Employee Name		Sameer P
1) Claims should be submit before 3rd of every month								Designation CEO		Employee No		STS-00043
2) Before Submission take Mangers or team head approval is must.								Date 19-07-2025		Date		19-07-2025
3) While Claim submission ensure supporting invoice attached or not if any missing please mention in below note								Signature		Signature		
Note:- DE EUSI MOTOR CHANGE												