

Sukalpa Tech Solutions Pvt Ltd.															
Travel Expenses Report Domestic/International															
Employee No :-		STS-000018		Designation		Engineer		Department		Mechanical					
Employee Name:-		Kartik Gudagudi		Starting Date of Travel		01-May-25		Location From		Belagavi					
Currency		INR		Start Time		01-Apr-25		End Time		31-05-2025 00:00					
Exchange Rate		1		Purpose of Travel		Officel		To		Coimbatore					
										Location					
										Division					
										Claim No					
										Nov/24-0001					
										Claim Date					
										01-06-2025					
Particular		Travel		Hotel		Allowance				Business Meals/Entertainment	Communication/Insurance	Other/Misc. Expense	Grand Total		
Date	Com Paid Air/Travel	Rental Car/Auto/Bus/Rail/Parking & Toll	Hotel Room& Taxes	DA Allowance	Breakfast	Lunch	Dinner								
01-05-2025				500.00									500.00		
02-05-2025				500.00									500.00		
03-05-2025				500.00									500.00		
04-05-2025				500.00									500.00		
05-05-2025	-	-	-	500.00	-	-	-	-	-	-	-	-	500.00		
06-05-2025	-	-	-	500.00	-	-	-	-	-	-	-	-	500.00		
07-05-2025	-	-	-	500.00	-	-	-	-	-	-	-	-	500.00		
08-05-2025	-	-	-	500.00	-	-	-	-	-	-	-	-	500.00		
09-05-2025	-		-	500.00	-		-	-	-	-	-	-	500.00		
10-05-2025	-	-	-	500.00	-	-	-	-	-	-	-	-	500.00		
11-05-2025	-	-	-	500.00	-	-	-	-	-	-	-	-	500.00		
12-05-2025	-	-	-	500.00	-	-	-	-	-	-	-	-	500.00		
13-05-2025	-	-	-	500.00	-	-	-	-	-	-	-	-	500.00		
14-05-2025	-	-	-	500.00	-	-	-	-	-	-	-	-	500.00		
15-05-2025				500.00									500.00		
16-05-2025				500.00									500.00		
17-05-2025				500.00									500.00		
18-05-2025				500.00									500.00		
19-05-2025				500.00									500.00		
20-05-2025				500.00									500.00		
21-05-2025				500.00									500.00		
22-05-2025				500.00									500.00		
23-05-2025				500.00									500.00		
Total Expenses	-	-	-	11,500.00	-	-	-	-	-	-	-	-	11,500.00		
Amount In Words :-										Total Amount		11,500.00			
										Less :- Advance /Com Paid		-			
										Payable Amount		11,500.00			
Terms & Conditions.								Approver Name :-		Employee Name		Kartik Gudagudi			
1) Claims should be submit before 15th & 30th of everymonth. 2) Before Submission take Mangers or team head approval is must. 3) While Claim submission ensure supporting invoice attached or not if any missing please mention in below note								Designation		Employee No		STS-000018			
								Date		31-05-2025		Date		31-05-2025	
								Signature				Signature		Kartik Gudagudi	
Note:- 14/Oct 150 Auto charges															