

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-Jul-25		Location From		BANGLORE		Division									
Currency		INR		Start Time				End Time		30-07-2025 03:30		Claim No									
Exchange Rate		1		Purpose of Travel		Officel		To		BANGLORE		Claim Date		09-08-2025							
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		remarkas					
01-07-2025				134.00										150.00		retrofit ment					
03-07-2025				134.00						40.00				130.00		retrofit ment					
09-07-2025				111.00										130.00		retrofit ment					
10-07-2025				109.00										150.00		retrofit ment					
		-		488.00		-		-		40.00		-		560.00							
														-		-					
														Total Amount		1,088.00					
														Less :- Advance							
														Claim Amount		(1,088.00)					
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				18-08-2025				Date				18-08-2025	
3) While Claim submission ensure supporting invoice attached or not if any missing please mention in below note								Signature								Signature					
Note:- RETROFIT MENT																					