

Particular		Com Paid Air/Travel	Travel Rental Car/Auto/Bus/Rail/Parking & Toll	Hotel Hotel Room& Taxes	Allowance			Business Meals/Entertainment	Communication/ Insurance	Other/ Misc. Expense	Grand Total
Date					DA Allowance	Breakfast	Lunch	Dinner			
6/1/2025					500.00						500.00
6/2/2025					500.00						500.00
6/3/2025					500.00						500.00
6/4/2025					500.00						500.00
6/5/2025	-		-	-	500.00	-	-	-	-	-	500.00
6/6/2025	-		-	-	500.00	-	-	-	-	-	500.00
6/7/2025	-		-	-	500.00	-	-	-	-	-	500.00
6/8/2025	-		-	-	500.00	-	-	-	-	-	500.00
6/9/2025	-			-	500.00	-		-	-	-	500.00
6/10/2025	-		-	-	500.00	-	-	-	-	-	500.00
6/11/2025	-		-	-	500.00	-	-	-	-	-	500.00
6/12/2025	-		-	-	500.00	-	-	-	-	-	500.00
6/13/2025	-		-	-	500.00	-	-	-	-	-	500.00
6/14/2025	-		-	-	500.00	-	-	-	-	-	500.00
6/15/2025	-		-	-	500.00	-	-	-	-	-	500.00
6/16/2025					500.00						500.00
6/17/2025					500.00						500.00
6/18/2025					500.00						500.00
6/19/2025					500.00						500.00
6/20/2025					500.00						500.00
6/21/2025					500.00						500.00
6/22/2025					500.00						500.00
6/23/2025					500.00						500.00
6/24/2025					500.00						500.00
6/25/2025					500.00						500.00
6/26/2025					500.00						500.00
6/27/2025					500.00						500.00
6/28/2025					500.00						500.00
6/29/2025					500.00						500.00
6/30/2025					500.00						500.00
Total Expenses		-	-	-	15,000.00	-	-	-		-	15,000.00
Amount In Words :-											
									Total Amount		15,000.00
									Less :- Advance /Com Paid		-
									Payable Amount		15,000.00
Terms & Conditions.				Approver Name :-			Employee Name		Kartik Gudagudi		
1) Claims should be submit before 15th & 30th of everymonth.				Designation			Employee No		STS-000018		
2) Before Submission take Mangers or team head approval is must.				Date			Date		5/4/2025		
3) While Claim submission ensure supporting invoice attached or not if any missing please mention in below note				Signature			Signature		Kartik Gudagudi		

Note:- 14/Oct 150 Auto charges