

Sukalpa Tech Solutions Pvt Ltd.

Travel Expenses Report Domestic/International

Employee No :-

Employee Name:-

Kiran Badodagi

Designation

Starting Date c

Homologation

08-May-25

Department

Location From

Currency

INR

Start Time

08-May-25

End Time

Exchange Rate

1

Purpose of Tra

Office Work

To

Particular		Travel	Hotel	Allowance		
Date	Com Paid Air/Travel	Rental Car/Auto/Bus/Rail/ Parking & Toll	Hotel Room & Taxes	DA Allowance	Breakfast	Lunch
06-05-2025		229.00				
06-05-2025		60.00				
07-05-2025		126.00				
07-05-2025		160.00				
08-05-2025		672.00				
08-05-2025	-		-		-	190.00
09-05-2025	-	-	-	500.00	-	-
10-05-2025	-	-	-	500.00	-	-
11-05-2025	-	-	-	500.00	-	-
12-05-2025	-	-	-	500.00	-	-
13-05-2025	-	-	-	500.00	-	-
14-05-2025	-		-	500.00	-	-
15-05-2025	-	613.00	-	500.00		
15-05-2025		60.00				
15-05-2025		303.00				
16-05-2025	-	535.00	-	500.00		
16-05-2025		60.00				
16-05-2025		416.00				
17-05-2025	-		-	500.00		
18-05-2025	-		-	500.00		
19-05-2025	-	600.00	-	500.00		
19-05-2025		390.00				
20-05-2025	-		-	500.00		
21-05-2025	-	500.00	-	500.00		
26-05-2025				500.00		
27-05-2025				500.00		
28-05-2025		558.00		500.00		
28-05-2025		673.00				
28-05-2025		700.00				
28-05-2025						
29-05-2025		122.00				

29-05-2025			1,500.00			
30-05-2025			1,500.00			
31-05-2025		118.00				
Total Expens	-	6,895.00	3,000.00	8000	-	190.00

Amount In Words :-

Terms & Conditions.

- 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

Approver Narr

Designation

Date

Signature

Note:- 14/Oct 150 Auto charges

Homologation
Bangalore

Location
Division
Claim No
Claim Date

Bangalore

05-06-2025

Chennai

	Business Meals/Entertain ment	Communicati on/Insurance	Other/Mi sc. Expense	Grand Total
Dinner				
				229.00
				60.00
				126.00
				160.00
				672.00
-	-	-	-	190.00
-	-	-	-	500.00
-	-	-	-	500.00
-	-	-	-	500.00
-	-	-	-	500.00
-	-	-	-	500.00
-	-	-	-	500.00
				1113.00
				60.00
				303.00
				1035.00
	Fuses			60.00
				416.00
				500.00
				500.00
				1100.00
				390.00
	-			500.00
				1000.00
				500.00
				500.00
				1058.00
				673.00
				700.00
490.00				490.00
				122.00

802.00				2302.00
				1500.00
				118.00
1,292.00	-	-	-	
		Total Amount		19377.00
		Less :- Advance /Com Pa		-
		Payable Amount		19377.00
ie :-		Employee Nar KIRAN BADODAGI		
		Employee No STS-000060		
07-04-2025		Date 05-06-2025		
		Signature		KIRAN BADODAGI