

Sukalpa Tech Solutions Pvt Ltd.											
Travel Expenses Report Domestic/International											
Employee No :-		STS-00043		Designation		Engineer		Department		Mechanical	
Employee Name:-		Sameer P		Starting Date of Travel		11-May-25		Location From		ODISHA	
Currency		INR		Start Time		11-05-2025 11:11		End Time		16-05-2025 03:30	
Exchange Rate		1		Purpose of Travel		Officel		To		AHMADABAD	
										Pune	
										Claim No	
										Claim Date	
										16-06-2025	

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				
11-05-2025		890.00									890.00
12-05-2025							1,570.00				1,570.00
13-05-2025		171.00	2,245.00								2,416.00
14-05-2025		863.00									863.00
15-05-2025							1,680.00				1,680.00
Total Expenses	-	1,924.00	2,245.00	-	-	-	3,250.00	-	-	-	7,419.00
Amount In Words :- SEVEN THOUSAND FOUR HUNDRED NINETEEN ONLY									Total Amount		7,419.00
									Less :- Advance		
									Claim Amount		(7,419.00)
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 16-06-2025		Date		16-06-2025
3) While Claim submission ensure supporting invoice attached or not if any missing please mention in below note							Signature		Signature		
Note:- HOLI HOLIDAY / Im going to ARAI											