Employee No :- Employee Name Currency Exchange Rate		Sameer P INR	Designation Starting Date of Travel Start Time Purpose of Travel	Engir 16-Ma Offic	ay-25	Department Location From End Time To	30-05-20	ianical GLORE 025 03:30 GLORE	Location Division Claim No Claim Date		Pune -06-2025	
Particular		Travel	Hotel			llowance		Т				
Date	Com Paid Air/Travel	Rental Car/Auto/Bus/R ail/Parking &		DA Allowance	Breakfast		Dinner	Business Meals/Entert ainment	Communication/Insur	Other/M isc. Expense	Grand Total	remarkas
16-05-2025		91.00		200.00			150.00				441.00	DE EUSI
17-05-2025						100.00	120.00				220.00	DE EUSI
18-05-2025						90.00	150.00			'	240.00	DE EUSI
19-05-2025	1	23.00				110.00	150.00			<u> </u>	283.00	DE EUSI
20-05-2025		106.00				85.00	120.00			<u> </u>	311.00	DE EUSI
21-05-2025		60.00				110.00	150.00				320.00	DE EUSI
22-05-2025		50.00				100.00	150.00				300.00	DE EUSI
23-05-2025		321.00				150.00	100.00			<u> </u>	571.00	DE EUSI
27-05-2025		270.00				90.00	80.00				440.00	DE EUSI
28-05-2025	1	248.00			40.00		150.00				438.00	DE EUSI
29-05-2025		290.00				154.00	90.00				534.00	DE EUSI
30-05-2025		231.00				150.00	90.00				471.00	DE EUSI
Total Expenses		1,690.00	-	200.00	40.00	1,139.00	1,500.00	_	-	_	4,569.00	DE EUSI
Total Amount 4,569										4,569.00		
Amount In Wor	ds :- SEVEN T	HOUSAND FOUR	HUNDRED NINTEEN ON	LY					Less :- Advance			
<u> </u>									Claim Amount		(4,569.00)	
Terms & Condit	Terms & Conditions					Approver Name	SOMESH 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.  3) While Claim submission ensure supporting invoice attached or not if any missing please						Date	11-07-2025		Date		11-07-2025	
3) While Claim some mention in below		isure supporting in	voice attached or not if	•	Signature			Signature				
Note:- DE EUSI MOTOR CHANGE												
MOLE. DE EUSI I	MOTOR CITAL	NGE										

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Travel Expenses Report Domestic/International