

Sukalpa Tech Solutions Pvt Ltd.

Travel Expenses Report Domestic/International

Employee No :-

Employee Name:-

Currency

Exchange Rate

STS-00043

Sameer P

INR

1

Designation

Starting Date of Travel

Start Time

Purpose of Travel

Engineer

05-Aug-25

Officel

Department

Location From

End Time

To

Mechanical

BANGLORE

24-08-2025 08:30

BANGLORE

Location

Division

Claim No

Claim Date

Pune

08-09-2025

Particular		Travel	Hotel	Allowance				Business Meals/Entertainment	Communication/Insurance	Other/Misc. Expense	Grand Total	remarkas			
Date	Com Paid Air/Travel	Rental Car/Auto/Bus/Rail/Parking & Toll	Hotel Room& Taxes	DA Allowance	Breakfast	Lunch	Dinner								
05-08-2025		249.00			60.00	150.00	100.00				559.00	COLLAR EV			
06-08-2025		196.00			50.00	-	90.00				336.00	COLLAR EV			
07-08-2025		332.00			40.00	100.00	100.00				572.00	COLLAR EV			
08-08-2025		159.00			75.00	-	90.00				324.00	COLLAR EV			
09-08-2025		268.00			50.00	130.00	11.00				459.00	COLLAR EV			
11-08-2025		342.00			75.00	100.00	90.00				607.00	COLLAR EV			
12-08-2025		318.00			75.00	150.00	120.00				663.00	COLLAR EV			
13-08-2025		216.00			75.00	90.00	110.00				491.00	COLLAR EV			
14-08-2025		319.00			50.00	70.00	120.00				559.00	COLLAR EV			
18-08-2025		323.00			70.00	120.00	140.00				653.00	COLLAR EV			
20-08-2025		273.00			75.00	90.00	90.00				528.00	COLLAR EV			
22-08-2025		324.00			50.00	150.00	90.00				614.00	COLLAR EV			
23-08-2025		371.00			70.00	110.00	120.00				671.00	COLLAR EV			
	-	3,690.00	-	-	815.00	1,260.00	1,271.00	-	-	-	7,036.00				
									Total Amount		7,036.00				
									Less :- Advance						
									Claim Amount		(7,036.00)				
Terms & Conditions								Approver Name		SOMESH S		Employee Name		Sameer P	
1) Claims must 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		08-09-2025		Date		08-09-2025	
3) While Claim submission ensure supporting invoice attached or not if any missing please mention in below note								Signature				Signature			
Note:- collar ev															