

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

01-Jun-25

Officel

Department

Location From

End Time

To

Mechanical

BANGLORE

30-06-2025 03:30

BANGLORE

Location

Division

Claim No

Claim Date

Pune

19-07-2025

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							
02-06-2025		268.00				100.00	120.00				488.00	retro/ freightco emobility		
03-06-2025		246.00				130.00	110.00				486.00	retro/ freightco emobility		
04-06-2025		181.00				120.00	90.00				391.00	retro/ freightco emobility		
05-06-2025						90.00	150.00				240.00	retro/ freightco emobility		
06-06-2025						150.00	110.00				260.00	retro/ freightco emobility		
07-06-2025		23.00				180.00	120.00				323.00	retro/ freightco emobility		
11-06-2025		216.00				130.00	120.00				466.00	retro/ freightco emobility		
12-06-2025		216.00			60.00	90.00	80.00				446.00	retro/ freightco emobility		
13-06-2025		356.00				200.00	90.00				646.00	retro/ freightco emobility		
14-06-2025		266.00				90.00	130.00				486.00	retro/ freightco emobility		
16-06-2025		274.00				150.00	120.00				544.00	retro/ freightco emobility		
17-06-2025		166.00				120.00	120.00				406.00	retro/ freightco emobility		
28-06-2025		270.00				290.00	90.00				650.00	retro/ freightco emobility		
	-	2,482.00	-	-	60.00	1,840.00	1,450.00	-	-	-	5,832.00			
									Total Amount		5,832.00			
									Less :- Advance					
									Claim Amount		(5,832.00)			
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		19-07-2025		Date		19-07-2025	
3) While Claim submission ensure supporting invoice attached or not if any missing please mention in below note							Signature				Signature			
Note:- FRIEGHTCO EMOBILITY														