Sukalpa Tech Solutions Pvt Ltd.

Travel Expenses Report Domestic/International

Employee No :-		STS-000018	Designation	En§	Engineer	Department	Mechanical	anical	Location	Bel	Belagavi
Employee Name:-	ı.	Kartik Gudagudi	Starting Date of Travel	]- - - -	1-Jun-25	Location From	Bela	Belagavi	Division	7	
currency Exchange Rate		1 1 1	Start Time Purpose of Travel	ρ. Ο	su-Apr-25 Officel	End lime To	4/30/2 Coimk	4/30/25 0:00 Coimbatore	Claim Date	NOV/. 5/1_	Nov/24-0001 5/1/2025
Particular		Travel	Hotel		1	Allowance					
Date	Com Paid Air/Travel	Rental Car/Auto/Bus/R ail/Parking & Toll	Hotel Room& Taxes	DA Allowance	Breakfast	Lunch	Dinner	Business Meals/Ente rtainment	Communication/I nsurance	Other/ Misc. Expense	Grand Total
6/1/2025				500.00							500.00
6/2/2025				500.00							500.00
6/3/2025				500.00							500.00
6/4/2025				200.00							500.00
6/5/2025		-	1	500.00			1	,		,	500.00
6/6/2025	ı	-	•	500.00	1	ı		,	ı	,	500.00
6/7/2025	·	1	•	500.00			,	,	1		500.00
6/8/2025	1	1	-	500.00	1	1	1		1		500.00
6/9/2025			-	500.00			1	1			500.00
6/10/2025	1	1	•	500.00	1	,	,	,	1		500.00
6/11/2025				500.00			1	,			500.00
6/12/2025		-		200.00	ı		1	,	,	-	500.00
6/13/2025		,		500.00		,		,	,	,	500.00
6/14/2025			,	500.00							500.00
6/15/2025				500.00							500.00
6/16/2025				500.00							500.00
6/17/2025				500.00							500.00
6/18/2025				200 00							500.00
5/10/7075				00.000							00:000
0/19/2025				300.00							200.00
5/20/2025				200.00							500.00
6/21/2025				500.00							200.00
6/22/2025				200.00							200.00
6/23/2025				500.00							500.00
6/24/2025				500.00							500.00
6/25/2025				500.00							500.00
6/26/2025				500.00							500.00
6/27/2025				500.00							500.00
6/28/2025				500.00							500.00
6/29/2025				500.00							500.00
6/30/2025				500.00							500.00
Total Expenses	1	-	-	15,000.00	<u> </u>	-	<u> </u>	<u>'</u>	1	,	15,000.00
									Total Amount		15,000.00
Amount In Words :-	:. S								Less :- Advance /Com Paid	Com Paid	
									Payable Amount		15,000.00
Terms & Conditions.	ons.					Approver Name :-			Employee Name	Kartik Gudagudi	Jagudi
1) Claims should	be submit be	1) Claims should be submit before 15th & 30th of everymonth.	of everymonth.			Designation			Employee No	STS-000018	81
2) Before Submis	sion take Ma	angers or team hea	), 2)Before Submission take Mangers or team head approval is must.			Date	5/4/2025		Date	5/4/2025	
2) W/bilo Cloim 611	.hmirrion on			ola paissim v	. T	) ; ;	1: 12		;	/. />	

Kartik Gudagudi

Signature

Signature

Before Submission take Mangers or team head approval is must.
 While Claim submission ensure supporting invoice attached or not if any missing please mention

Note:- 14/Oct 150 Auto charges

in below note