Sukalpa Tech Solutions Pvt Ltd.

Travel Expenses Report Domestic/International

Employee No :-	STS-00043	Designation	Engineer	Department	Mechanical	Location	Pune
Employee Name:-	Sameer P	Starting Date of Travel	02-Jul-25	Location From	BANGLORE	Division	
Currency	INR	Start Time		End Time	24-07-2025 03:30	Claim No	
Exchange Rate	1	Purpose of Travel	Officel	To	BANGLORE	Claim Date	09-08-2025

Particular		Travel	Hotel	Allowance								
Date	Com Paid Air/Travel	Rental Car/Auto/Bus/Rail/Parking & Toll	Hotel Room& Taxes	DA Allowance	Breakfast	Lunch	Dinner	Business Meals/Entertainment	Communication/Insurance	Other/Misc. Expense	Grand Total	remarkas
02-07-2025		244.00			60.00	100.00	100.00				504.00	COLLAR EV
04-07-2025		244.00			30.00	150.00	120.00				544.00	COLLAR EV
07-07-2025		299.00			30.00	150.00	140.00				619.00	COLLAR EV
08-07-2025		304.00				120.00	130.00				554.00	COLLAR EV
11-07-2025		320.00			60.00	120.00	100.00				600.00	COLLAR EV
12-07-2025		264.00				130.00	90.00				484.00	COLLAR EV
15-07-2025		313.00			50.00	90.00	100.00				553.00	COLLAR EV
16-07-2025		321.00			60.00	130.00	100.00				611.00	COLLAR EV
17-07-2025		248.00			60.00	130.00	120.00				558.00	COLLAR EV
21-07-2025		298.00			30.00	90.00	130.00				548.00	COLLAR EV
22-07-2025		272.00			60.00	110.00	110.00				552.00	COLLAR EV
23-07-2025		299.00				120.00	120.00				539.00	COLLAR EV
24-07-2025		320.00				90.00	110.00				520.00	COLLAR EV
	-	3,746.00	-	-	440.00	1,530.00	1,470.00	-	-	-	7,186.00	

Total Amount	7,186.00
Less :- Advance	
Claim Amount	(7,186.00)

Amount In Words :- Seven Thousand, One Hundred Eighty-Six

Terms & Conditions

1) Claims should be submit before 3rd of every month

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 mention in below note

Approver Name	SOMESH S	Employee Name	Sameer P
Designation	CEO	Employee No	STS-00043
Date	18-08-2025	Date	18-08-2025
Signature		Signature	

Note:- collar ev