

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		01-Jun-25		Location From		BANGLORE		Division													
Currency		INR		Start Time				End Time		30-06-2025 03:30		Claim No													
Exchange Rate		1		Purpose of Travel		Officel		To		BANGLORE		Claim Date		19-07-2025											
Particular		Travel		Hotel		Allowance				Business Meals/Entertainment		Communication/Insurance		Other/Misc. Expense		Grand Total		remarks							
Date		Com Paid Air/Travel		Rental Car/Auto/Bus/Rail/Parking & Toll		Hotel Room& Taxes		DA Allowance		Breakfast		Lunch		Dinner											
18-06-2025				216.00								130.00		110.00						456.00		collar ev			
19-06-2025				234.00								130.00		80.00						444.00		collar ev			
20-06-2025				334.00								120.00		90.00						544.00		collar ev			
21-06-2025												150.00		110.00						260.00		collar ev			
23-06-2025				210.00								130.00		110.00						450.00		collar ev			
24-06-2025				353.00								120.00		120.00						593.00		collar ev			
30-06-2025				381.00						30.00		130.00		90.00						631.00		collar ev			
		-		1,728.00		-		-		30.00		910.00		710.00		-		-		-		3,378.00			
													Total Amount			3,378.00									
Amount In Words :- Three Thousand Three hundred Seventy Eight													Less :- Advance												
													Claim Amount			(3,378.00)									
Terms & Conditions								Approver NameSOMESH 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.								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:- COLLAR EV																									