

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

02-Jul-25

Officel

Department

Location From

End Time

To

Mechanical

BANGLORE

24-07-2025 03:30

BANGLORE

Location

Division

Claim No

Claim Date

Pune

09-08-2025

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							
02-07-2025		244.00			60.00	100.00	100.00				504.00	retrofit ment		
04-07-2025		244.00			30.00	150.00	120.00				544.00			
07-07-2025		299.00			30.00	150.00	140.00				619.00			
08-07-2025		304.00				120.00	130.00				554.00			
11-07-2025		320.00			60.00	120.00	100.00				600.00			
12-07-2025		264.00				130.00	90.00				484.00			
15-07-2025		313.00			50.00	90.00	100.00				553.00			
16-07-2025		321.00			60.00	130.00	100.00				611.00			
17-07-2025		248.00			60.00	130.00	120.00				558.00			
21-07-2025		298.00			30.00	90.00	130.00				548.00			
22-07-2025		272.00			60.00	110.00	110.00				552.00			
23-07-2025		299.00				120.00	120.00				539.00			
24-07-2025		320.00				90.00	110.00				520.00			
	-	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)			
Terms & Conditions							Approver Name		SOMESH 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		18-08-2025		Date		18-08-2025	
3) While Claim submission ensure supporting invoice attached or not if any missing please mention in below note							Signature				Signature			
Note:- collar ev														