



## Reliance Corp IT Park

### Overseas Travel Voucher

Voucher From Date	27.02.2019	To Date	09.03.2019
Employee No	02222708	Voucher No - Date	1000015153 - 21.05.2019
Employee Name	Mr. Saurabh Patel	Payroll Area - Emp grp	RT - 2
Contact No	+919867625616	Email	SAURABH.P.PATEL@RIL.COM
Personnel Area	RCPL IT HO	Work Location	NOCL

#### Travel Details

Trip No	Start Date	Start Time	Start Location	End Date	End Time	End location	Travel Mode	Travel Class	Acc Category	Certify Status
5000602678	27.02.19	08:00	Navi Mum	27.02.19	15:00	Kuala Lu	Air	Economy	Hotel Accommodation	Yes
5000602678	09.03.19	18:00	Kuala Lu	09.03.19	23:50	Navi Mum	Air	Economy	Hotel Accommodation	Yes

#### Summary of Trip Expenses Amount

Trip No	Fare paid	Room Rent	Others	DA	Conveyance	Total	Currency
5000602678	0	952.01	10.28	609.43	25.16	1,596.88	USD
					Total	<b>1,596.88</b>	

#### Break up of conveyance on tour

Trip No	Travel Expense type	From Date	To Date	Expense Amount	Exp Curr	Letter Amount	Letter Curr	Bill No	Bill Date	Remarks
5000602678	Conveyance	03.03.19	03.03.19	25.16	USD	25.16	USD	ADR-1595	03.03.19	LOCAL conveyance
					Total	<b>25.16</b>				

#### Others

Trip No	Travel Expense Type	From Date	To Date	Expense Amount	Exp Curr	Letter Amount	Letter Curr	Bill No	Bill Date	Remarks
5000602678	Other Expenses.	05.03.19	05.03.19	10.28	USD	10.28	USD		05.03.19	bank charges - ATM
					Total	<b>10.28</b>				

#### Room Rent

Trip No	Travel Expense Type	From Date	To Date	Expense Amount	Exp Curr	Letter Amount	Letter Curr	Bill No	Bill Date	Remarks
5000602678	Hotel	27.02.19	09.03.19	952.01	USD	952.01	USD	239054,23	03.03.19	hotel
					Total	<b>952.01</b>				

#### Daily Allowance

Trip No	Travel Expense Type	From Date	To Date	Expense Amount	Exp Curr	Letter Amount	Letter Curr	Bill No	Bill Date	Remarks
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Trip No	Travel Expense Type	From Date	To Date	Expense Amount	Exp Curr	Letter Amount	Letter Curr	Bill No	Bill Date	Remarks
5000602678	DA 20%	27.02.19	09.03.19	330	USD	330	USD		09.03.19	
5000602678	DA	27.02.19	09.03.19	279.43	USD	279.43	USD		09.03.19	FOOD
					Total	<b>609.43</b>				

### Forex Summary

Forex Amount	Total Expense Amount	Return Amount	Balance
3,850	1,596.88	2,253.12	0

Signature of Employee

Checked By Accounts