

EXPENSE SHEET

Employee Name: Geeta1

Expense Period

Mobile Number: 9871261529

Employee Code: SE-0

From: 1/5/2025

Department: BD

To: 31/5/2025

S.No	Project Code	Site Name	Category	Description	Date	Requested Amount	Approved Amount
1	SP123	Rounik Project Alpha	Travel	Taxi fare from airport to hotel	20/5/2025	500	500
2	SP123	Rounik Project Alpha	Meals	Lunch with client	21/5/2025	800	750

Summary

Category Type	Requested Amount	Approved Amount
Travel	500.00	500.00
Meals	800.00	750.00
Total	1300.00	1250.00