

<u>Eduvantage Pvt. Ltd.</u>					
<u>NATIONAL OFFICE , New Delhi</u>					
CONVEYANCE STATEMENT					
Name of the Employee		Tanu		Employee Code	
Location		NEW DELHI		Cost Centre	
PERIOD :				DATE :	16-Oct-24
				Total Claim Rs.	₹ 349.00
I have incurred an amount of Rs 349 /- towards conveyance charges while on official duty as per details given below. You are requested to reimburse this expense.					
Date	Details of Journy			Amount	Mode
	From	To	Journey Purpose		Kms
	Mobile Recharge		Official	₹ 349.00	
				₹ 349.00	
I confirm that the above expenditure has been incurred wholly and exclusively for official purposes.					
Note :					
<u>Employee Signature</u>				<u>HOD'S APPROVAL</u>	
State Office Incharge				Verified By	Commercial /F&A Manager
Eduvantage Mobile & Internet Bill					
Name		Bill Date		Billing Amount	Due Date
					Purpose
					Official
		Total		₹ 349.00	