

SATS/KSA/FM/K/001

Form No:7

Travel Claim Form



Claimant	ajmal ummer	Staff ID	ajmal ummer	Designation	
Start Date	2024-02-18	End Date	2024-02-19	Days	1
Justification	cosysplus trip to jrddah				

Claims		Foreign Currency	Exchange Rate	Local Currency
	Accommodation			100.00 SAR
	Meals			30.00 SAR
	Transportation			200.00 SAR
	Other			10.00 SAR

Total 340.00 SAR

	Foreign Currency	Exchange Rate	Local Currency
Advanced recieved for above travel(State Nil of no advance taken)			
Refund to company after above travel			

Name & Signature	Claimant	Reporting Manager	Approved by PCEO/EVP/SVP
DATE			

For Accounts Dept Use only