DOMESTIC TRAV	VEL EXPENSE	STATEMENT											
Employee Name:	:												
Employee code:													
Designation:													
<b>Details of Outsta</b>	tion Expenses	3											
Date Location		Mode	Lodging	Boardi	ng Expenses	(Rs)	Phone	Laundry	Other			Total	
	From	То	Air/Rail/Road	(Rs)	Breakfast	Lunch	Dinner	(Rs)	(Rs)	Description	Amount (Rs)	Remarks	(Rs)
				, ,				. ,		•	) 1		0
													0
													0
													0
													0
													0
													0
													0
													0
													0
Total A													0
TOTAL A													
Local Conveyand	ce During Outs	station Travel											
Date	Location	Local travel details (from/to	/noint-to-noint	destination	ine)	Mode	Fare	Parking	Toll			Remarks	Total
Date	Location	Eocui traver actano (nomito		dostinatio		(2W/3W/4W)	(Rs)	(Rs)	(Rs)			Remarks	(Rs)
						(200/300/400)	(113)	(113)	(113)				0
													0
													0
													0
													0
													0
													0
													0
													0
Total D													0
Total B													0
<b>Grand Total A+B</b>													-

Employee signature	Date	Signature of HOD	Date
Finance department	Date	Admin	Date