

TRAVEL CLAIM REPORT

Name	Karthik S Muthupalaniappan	Date	23-Feb-2011
Place of Travel	SAN MATEO, CA, USA	Deptt	IMAGINEA
Purpose of Tour	CLIENT VISIT FOR TWO MONTHS	Currency	USD/Rs
Period of Tour	TWO MONTHS AND FOUR DAYS	Debit to Client	Yes / No

Particular	Debit	Credit
Travel Allowance		
Hotel Expenses Wireless Internet access at hotel		4.99 USD
Other Expenses		1275 Rs
Local Conveyance		280.81 USD
Business Promotion		1947 Rs
Misc expenses		
Advance		
CR. Employee Claims		
Dr Salary Advance		
Total		

Amount in Words : 285.80 USD and 3,222.00 Rs

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Comments (If any) : Total travel expenses for the client visit to San Mateo, CA between Dec 16,2010 ;
All relevant receipts attached.

I Travel Allowance

Date		Place	Time		Duration		Journey Allowance	Daily Allowance	Total
From	To		From	To	Days	Hr's			
							0		0

II Hotel Expenses

Name of Hotel	Bill No	Bill Date	Amount	Remarks
Wireless Internet access at hotel		Dec 18, 2010	4.99	Paid to Hotel front desk directly
			0.00	

III Other Expenses

Date	Bill No	Bill Date	Particular	Amount
Jan-03 2011	Shell	Jan 3, 2011	Fuel for rental car	\$23.92
Jan-07 2011	Chevron	Jan 7, 2011	Fuel for rental car	\$21.30
Dec 23, 2010	Norfolk sh	Dec 23, 2010	Fuel for rental car	\$15
Dec 29, 2010	Hillsdale c	Dec 29, 2010	Fuel for rental car	\$26.68
Jan 15, 2011	Chevron	Jan 15, 2011	Fuel for rental car	\$21.40
Jan 23, 2011	Unocal	Jan 23, 2011	Fuel for rental car	\$21.77
Feb 06, 2011	Hillsdale c	Feb 06, 2011	Fuel for rental car	\$20.97
Feb 01, 2011	Hillsdale c	Feb 01, 2011	Fuel for rental car	\$14.77
Dec 16, 2010			HYD Airport UDF fee	Rs.875
Feb 20, 2011			Hyd Airport Porter fees	Rs.400

Date	Place		Mode	Particular	Amount
	From	To			
Feb 18, 2011	HOTEL	SFO AIRPORT	CAB	YELLOW CAB	\$70
Dec 18, 2010	SFO AIRPORT	HOTEL		TAXI TAXI AND TOWN CAR	\$25
Dec 19, 2010	HOTEL	CLIENT OFFICE		SPHINX CAB	\$20
Feb 20, 2011	HYD AIRPORT	KONDAPUR HOME		CAB	Rs.1250.00
Dec 16, 2010	KONDAPUR	HYD AIRPORT		MERU CAB	Rs. 697

