

TOUR AND TRAVEL EXPENSE SHEET

COMPANY NAME : ZHUZOR INFRATECH PVT. LTD.				Branch : WEST BENGAL		Dept : Marketing Project			
Employee Name/Guest Name : Chavda Vasant Prabhudas						Journey No. :			
Employee ID : 88000015						Booking Date :			
Place of Travel : - Visited						Booked By :			
Duration of Travel : FROM : 02 Sep 2024				TO : 13 Sep 2024					
Date	Description	Fare	Local Convey	Lodging	Fooding	DA	Others	Total	Remarks
02 Sep 2024	Visited		Rs. 590					Rs. 590	
03 Sep 2024	Visited		Rs. 280					Rs. 280	
04 Sep 2024	Visited		Rs. 990			Rs. 100	Rs. 160	Rs. 1,250	DA applied Due to Long Distance Visit.
05 Sep 2024	Visited		Rs. 1,090		Rs. 155	Rs. 100		Rs. 1,345	DA applied Due to Long Distance Visit.
12 Sep 2024	Visited		Rs. 940			Rs. 100		Rs. 1,040	DA applied Due to Long Distance Visit.
13 Sep 2024	Visited		Rs. 1,310		Rs. 175	Rs. 100		Rs. 1,585	DA applied Due to Long Distance Visit.
	TOTAL		Rs. 5,200		Rs. 330	Rs. 400	Rs. 160	Rs. 6,090	
VENDOR / EMPLOYEE DETAILS									
SL. NO.	Bill NO.	Name of Vendor/Employee			Bill Amount	Advance Amount	Approval		
To be filled by Accounts Department		Total Expenses/Advance/Net Payable							
Particulars	Date	Parking		Less:		Vendor Name			
Bill Receiving				CGST					
Parking/Posting				SGST					
Signature				IGST					
Doc No. Cost Center No. :				Net Exp.					
Passed By :						APPROVAL			
Remarks :							Expense Man's Per Day		
Employee Sign Chavda Vasant Prabhudas		Approved By	Checked by						