***Details of Expenses incurred on Travel***

I, \_\_\_\_\_\_\_\_\_\_, hereby declare that I have incurred an overall expense of \_\_\_\_\_\_\_\_\_ in connection with my travel to \_\_\_\_\_\_\_\_\_ from <<Date>> to <<Date>> for official purposes on following items

* Meals
* Laundry
* Personal Care
* Internet
* Telephone
* Local conveyance

I hereby declare and verify that the above expenses have been incurred wholly and exclusively in connection with my above-mentioned Travel.

**Please fill the below section only if you have any unspent per-diems:**

I hereby declare that I have saved an amount of \_\_\_\_\_\_\_\_\_ out of the per-diems paid to me in connection with my Travel to \_\_\_\_\_\_\_\_\_ from <<Date>> to <<Date>> for official purposes.

…………………………..

(*Signature of Claimant*)

*Note: Please maintain adequate documentation in support of the above expenses and you will be required t/o produce the same if demanded by the Indian Tax Authorities.*