



## MISCELLANEOUS EXPENSE REPORT

|                     |                     |  |                                     |           |
|---------------------|---------------------|--|-------------------------------------|-----------|
| Employee Name:      | Anu Mathew Varghese | Employee Id                                    |                                     |           |
| Department # ->     |                     | Ext # ->                                       | Week Ending ->                      |           |
| Date                | GL Acct.            | Item Description                               | Purpose                             | Amount    |
| 2/8/19              |                     | To & fro pune airport- cab                     | Interview.<br>((185.95 + 252.85))Rs | 860.62    |
|                     |                     | To & Fro Flight Ticket-Pune-Bangalore          | Interview                           | 16,472.00 |
|                     |                     | To & Fro Bangalore airport - office- cab & bus | Interview.<br>((674.67+ 235))Rs     | 487.85    |
|                     |                     |  |                                     |           |
|                     |                     | Total in Rs                                    |                                     | 17,820.47 |
| Employees Signature |                     | Date   |                                     |           |
|                     |                     |  |                                     |           |
| Managers Approval   |                     | Date   |                                     |           |
|                     |                     |  |                                     |           |
| Finance Approval    |                     | Date   |                                     |           |
|                     |                     |  |                                     |           |
| MD Approval         |                     | Date   |                                     |           |