

Expense Report

Employee ID/Name 27054 MANSI NIKAM	IS1	Sheet ID 0000096469	Business Unit GLSTP
Reference	Business Purpose Customer Visit		

0000096469
* 0 0 0 0 0 9 6 4 6 9 *

Expense Lines

Date	Billing Type	Expense Type	No Receipt	Personal	Expenditure Method	Transaction Amount	Exchange Rate	Amount
Description	Additional Information				Merchant	Location		
10/16/2018	BillBudget	Onsite Allowance			EFT Electronic Fund Transfer	4,479.00 INR	1.00/1.00	4,479.00 INR
Guest House, Food and travel expenses occurred during client visit to bangalore for 3 days							PUNE	Pune, India

Employee's Certificate : I certify that for days on which Fixed TE has been claimed, I have settled all conveyance allowance / car hire bills directly. I certify that the above expenses have been incurred wholly and exclusively for the performance of official duties.

Employer's Certificate: Payment Approved. I certify that the above expenses have been incurred wholly and exclusively for the performance of official duties.

Employee Signature	Date
Ghaisas, Anand	IS5 19-Oct-2018
Approved By(Supervisor)	(Supervisor Grade) Date
Approved By(Finance)	Date

Total Expenses	4,479.00 INR
Less Personal Expenses	0.00
Less Prepaid Expenses	0.00
Less Company Paid Expenses	0.00
Less Cash Advance	0.00
Amount Due Employee	4,479.00

Please attach all supporting - Tickets, Boarding Passes, Travel Agent's Bills, Car Hire Bills, Hotel / Restaurant Bills, Misc. Expenses Bills, Credit Card Charge Slips, Cash Payment Receipts etc.

The payment will be directly credited to the bank account mentioned below

Bank Name: HDFC

Bank Account Number: 50100210357128

Receiver's Signature