

KHANDELWAL AGRO INDUSTRIES

MORE KOTHI GANGAPUR BAREILLY

NAME :

ROLE :

AREA :

BUDGET MONTH :

REPORT DATE : 27-08-2018

PARTICULARS	KM	RATE	APPROVED BUDGET
DA			
Vehicle Running Exp			0
Telephone & Mobile			
Postage & Telegram			
Printing & Stationary			
Loading Per Day			
Travelling By Bus/Train For Meeting Only			
Total			0

NOTE:-Please send following reports:-

1. ATP 1-15 upto 3rd of Month.
2. ATP 16-31 upto 16th of Month.
3. TA Bill 3rd of month will supporting documents.
4. Budget Attached with TA Bill.
5. Date of month 30 & 31 complete TA bill, ATP and Courier to Head Office Bill.
6. No claim of any tour on date of month end (30 & 31).
7. Millage will be Rs per/km

APPROVED BY.