## CITEC ENGINEERING INDIA PRIVATE LIMITED

			TRA	<b>VEL EXPENS</b>	E STATE	MENT			
			(To be submitte	ed within THREE	WORKING D	AYS, after Completion	on of travel	)	
NAME :		Navendran Sr. Design Eng	•E	MP CODE	2693	GRADE: GR-II.			
DESIGNATION:		Sr. Design Eng				DEPT:	PE-C	IVIL.	
	DANCE AREA:		F	PROJECT NAME	KIS-Def	la DETAILS		(ED	() ·
		TRAVEL FROM	15- 11 S 157		TRAVEL TO			PURPOSE (	NE TRAVEL
	DATE	TIME	PLACE	DATE	TIME	PLACE		PURPOSE C	OF THAVEL
54	9.18		Mumba	21.9.18		Chennai			
09	.9.18		Chenna	10.9.18		Mimbai			
	_			RY OF EXPENDITU Is given overleaf)	RE				
1.		ADVANCE AVAILED					IN	IR .	Euros/USD
	1	Cost of Tickets paid by Company							
	2	Advances taken							
	3	Credit Cards used							
	4	Total							
2.		EXPENDITURE						-	
	1	Train/Air Fare (with receipt)-BUS					50	400/	
	2	Expenses as per overleaf							
	3	Total					52	100/-	•
P	. Danie	6/9/18							
Prep	ared by /Date	HALV (V	Ā	uthorised by / Date			Rece	eived / Date	P.T.O
Check	ed by		-0						

From Finance dept

	1 0 0			DETAI	LS OF EXPEN	DITURE		Telline	
OR LOCAL TR	RAVFI			<u> </u>	-		-		
Date	Train/Air fare	Lodging	Food	D.A	Local travel	Enter -	Misc.	TOTAL	REMARKS
	Halli/All Tale	Louging			VE III		Wilde.		KEWAKKO
DD-MM-YYYY	2	3	Allow 4	in Rs.	Taxi bills 6	tainment 7	8	(2+3+4+5+6+7+8)	
			_					1	
37.09.18	5400.							5400/-	TRAIN- TIME CLASS A FARE.
	(TO A F	20)							CARE
									CAB.
	MUMBA	1 TO	CHE	INA					
	CHENNA	1 TO	MU	MBAL.					
	100	(3)							
			340						
								-	
			10						
								-	
								2	
OTAL (Rs)		- 2				روز المارد		54001-	
		- 8				57.0	_ 5	3400/	
OR FOREIGN	TRAVEL								
Date	Train/Air fare	Lodging	Food	D.A	Local travel	Enter -	Misc.	TOTAL	REMARKS
			Allow	in Euro/USD	Taxi bills	tainment		(2+3+4+5+6+7+8)	
DD-MM-YYYY			Allow						
DD-MM-YYYY	2	3	4	5	6	7	8	9	
DD-MM-YYYY 1	2	3		5	6	7	8		
DD-MM-YYYY 1	2	3		5	6	7	8		
DD-MM-YYYY 1	2	3		5	6	7	8	2 2 2	
DD-MM-YYYY 1	2	3		5	6	7	8	2 2 2 2	
1	2	3		5	6	7	8	2 2 3 3 4	
1	2	3		5	6	7	8	2 2 2 2	
1	2	3		5	6	7	8	2 2 3 3 4 3 4 3 4 3	
1	2	3		5	6	7	8	2 2 3 3 4 4 4 4 4	
1	2	3		5	6	7	8	2 2 3 3 4 3 4 4 4 4 4	

Supporting should be attached for each and every expenses made by employee.

E Tickets and Boarding pass is madetory