



CITEC ENGINEERING INDIA PRIVATE LIMITED

TRAVEL EXPENSE STATEMENT

(To be submitted within THREE WORKING DAYS, after Completion of travel)

NAME : Narendran Ramesh EMP CODE 2693 GRADE : GR-II
DESIGNATION: Sr. Design Engineer DEPT: PE-CIVIL
RESIDENCE AREA: _____ PROJECT NAME TKIS - Deputation IA DETAILS (EDC)

TRAVEL FROM			TRAVEL TO			PURPOSE OF TRAVEL
DATE	TIME	PLACE	DATE	TIME	PLACE	
<u>07.9.18</u>		<u>Mumbai</u>	<u>07.9.18</u>		<u>Chennai</u>	
<u>09.9.18</u>		<u>Chennai</u>	<u>10.9.18</u>		<u>Mumbai</u>	

SUMMARY OF EXPENDITURE
(Details given overleaf)

1. **ADVANCE AVAILED**
- 1 Cost of Tickets paid by Company
 - 2 Advances taken
 - 3 Credit Cards used
 - 4 Total

INR	Euros/USD

2. **EXPENDITURE**
- 1 Train/Air Fare (with receipt)-BUS
 - 2 Expenses as per overleaf
 - 3 Total

<u>5400/-</u>	
<u>5400/-</u>	

P. Anand
6/9/18

Prepared by /Date

Authorised by / Date

Received / Date

P.T.O

Checked by _____
From Finance dept. _____

