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| **Talentica Software (I) Pvt Ltd** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Expense Claim Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| NAME OF EMPLOYEE | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
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| **SUMMARY** | | |  |  |  |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |
| **Total Claim** | | | | | |  | | | | | |  | |  | |  | |  | |  | |  | |  | | |  | |
| Less Advance | | | | | |  | | | | | | taken on date | | | | | |  | | | | | |  | | |  | |
| **Reimbursement/(Refund) Due** | | | |  |  |  | | | | | |  | |  | |  | |  | |  | |  | |  | | |  | |
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| **DETAILS** | |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |
| [All expenses claimed MUST have supporting documents. Include Credit Card receipt for any expenses you have incurred using your credit card] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **DATE** | | **PARTICULARS** | | | | | | | | | | | | | | | | | | **AMOUNT** | | | | | | **SUPPORTIG** | | | | |
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| I hereby certify that all expenditures incurred are related to company business, and that I have personally paid for all expenditures. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  |  | |  | |  | |  | | **Approved** | | | | | | | | | | | | | | |
| Claimant | |  |  |  |  | |  |  | |  | |  | |  | | Authorized Signatory | | | | | | | |  | | |  | | | |