Foundation to Educate Girls Globally Travel Settlement form



Submitted by	,

Employee

Approved By Reporting Manager DATE DESCRIPTION 22/04/24 Achhaniya. To Lohti 8 30 30 4/22/24 Lohti to achhaniya 4/25/24 Achhaniya. To Rarii 25 4/25/24 Rari to Achhaniya 25 4/26/24 Achhaniya. to Niva shivpuri 30 8 4/26/24 Niva Shivpuri to Achhaniya 8 30 4/27/24 Achhaniya to chhaouhh 12 40 4/27/24 Chhauchh to RR Grand Hotel 4 20 4/30/24 RR Grand HOtel to Chhauchh 20 4 40 4/30/24 Chhauchh to Achhaniya 12 15 5/2/24 Achhaniya To Maligavan 4

Paid by Team Accounts

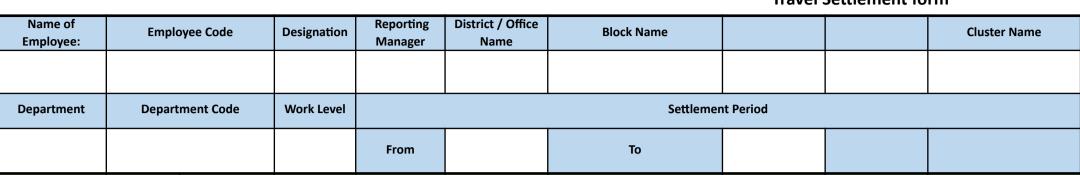
Verified by Team Administration

		,		<u> </u>						
2/5/24	Maligavan to. Achhaniya	4	15							
5/4/24	Achhaniya to Behjam	4	20							
5/4/24	Behjam to Bhadura	16	45							
5/4/24	Bhadura to parsehra Bujurg	7	25							
5/4/24	Parsera bujurgaco Bhadura	7	25							
5/4/24	Bhadura to Behjam	16	45							
5/4/24	Behjam to Achhaniya	4	20							
5/7/24	Achhaniya to paila	15	50							
5/7/24	Paila to Achhaniya	15	50							
8/05/2024/	Achhaniya to Pipra chheent	17	55							
5/8/24	Pipra chheent to Achhaniya	17	55							
5/9/24	Achhaniya to Niva shivpuri	8	30							
5/9/24	Niva shivpuri to Achhaniya	8	30							
5/10/24	Achhaniya to Rari	7	25							
5/10/24	Rari to Achhaniya	7	25							
5/14/24	Achhaniya to behjam	4	20							
5/14/24	Behjam to Achhaniya	4	20							
5/15/24	Achhaniya to lohti	8	30							
5/15/24	Loth to Niva shivpuri	6	25							
5/15/2024 12:00:0	Niva shivpuri to Achhaniya	8	30							
	Achhaniya to Behjam	4	20							
	Behjam to Pratappur	18	40							
5/16/24	Pratap pur to ranchhor pur	6	20							
5/16/24	Ranchhorpur to parsehra bujurg	6	20							
5/16/24	Parsehra bujurg to Bhadura	7	25							
5/16/24	badhura to behjam	16	40							
5/16/24	Behjam to Achhaniya	4	20							
5/17/24	Achhaniya to Ratasiya	25	70							
5/17/24	Ratasiya to Achhaniya	25	70							
5/20/24	Achhniya to Maligavan	4	15							
5/20/24	Maligavan to Achhaniya	4	15							
	TOTAL	383.00	1,300.00 0.00							
Accommodation	This includes accommodation at Hotel/Guest House. In case of hotel, plea	se indicate wheth	ner it is self paid or B2C			Department Code		Department Code	Departmen t Name	
Per Diem	This includes per diem payable as per work level & appropriate discountin			130001		130007	Governmen t Liaison			
Local Conveyance	This includes commute through auto, bus, cab for both local and outstatio			130002		130016	Volunteer Engagemen			
Travel Expenses	This includes outstation travel expenses across districts. In addition, any ex	xigency travel boo	oked by self can be mentioned here			130003		130009	Finance & Accounts	
Others	This includes any miscellaneous expenses incurred during travel and appro	oved by Reporting	g Manager.			130004		130010	HR & Administra	
	130005 130011 IT									

Administration Stamp	In case of multiple pages/Annexure attached as a part of the claim, the sta is important to check the number of pages as attached match with the final	130006		130012 ED Office				
Accounts Stamp	Team Accounts should mention the exact date when they rec	ceive the claim form for payment from Team μ	Administration and the date of pay	yment to the employee.				



Foundation to Educate Girls Globally **Travel Settlement form**





Employee:				ivianager	Name										
														educo	ate girls
Department	Depart	ment Code	Work Level			Settleme	nt Period								
				From		То					Cost Centre 013	Cost Centre 012	Cost Centre 011	Cost Centre 010	
Date from	Time In	Date To	Time Out	Travelling from	Travelling to	Purpose of Visit	Total local Travel in KM as per travel matrix	Accommodation (Guest House / Hotel)	Self Paid / BTC (applicable for hotel booking)	Mode of Travel (for out of district)	Local conveyance	Accommodation	Per Diem	Travel Expenses	Others/ Covid relief

Total number of pages :1

ADVANCES

Submitted by	Approved By	BO/	Verified by	Paid by
	DPO/DOL/R	M	Logistic Specialialist/associate	Acoount Specialist/associate

Accommodation	This includes accommodation at Hotel/Guest House. In case of hotel, please indicate whether it is self paid or B2C
Per Diem	This includes per diem payable as per work level & appropriate discounting for meals provided by organization
Local Conveyance	This includes commute through auto, bus, cab for both local and outstation travellers in respective cities.
Travel Expenses	This includes outstation travel expenses across districts. In addition, any exigency travel booked by self can be mentioned here
Others	This includes any miscellaneous expenses incurred during travel and approved by Reporting Manager.
Administration Stamp	In case of multiple pages/Annexure attached as a part of the claim, the stamp will be done on the cover/last page of the claim form where the final total amount and breakup is mentioned. It is important to check the number of pages as attached match with the final count of pages as mentioned.
Accounts Stamp	Team Accounts should mention the exact date when they receive the claim form for payment from Team Administration and the date of payment to the employee.

Department	
Code	
130001	
130002	
130003	
130004	
130005	
130006	

Department Code	Department Name
130007	Government Liaison
130016	Volunteer Engagement
130009	Finance & Accounts
130010	HR & Administration
130011	IT
130012	ED Office
	<u> </u>

Total

