**Claims Sheet – Local Conveyance & Meal Claims**

|  |  |
| --- | --- |
| **Taxi Claim** |  |
| **Meal Claims** | **1909** |
| **TOTAL** | **1909** |

Name: VINITHA NEELI \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:………………………………26/08/2019…………..**

Client: \_ \_\_\_\_\_\_\_DAH2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S No** | **Date** | **Expense Type** | **Description** | **Currency** |
| 1 | 23/07/2019 | MEAL | Dinner | 40 |
| 2 | 24/07/2019 | MEAL | Dinner(for 2) Vinitha, Greeshma | 180 |
| 3 | 25/07/2019 | MEAL | Dinner | 120 |
| 4 | 30/07/2019 | MEAL | Dinner(for 2) Vinitha, Aparna | 347 |
| 5 | 22/8/2019 | MEAL | Breakfast | 60 |
| 6 | 21/8/2019 | MEAL | Breakfast | 110 |
| 7 | 19/8/2019 | MEAL | Breakfast | 50 |
| 8 | 14/8/2019 | MEAL | Lunch | 50 |
| 9 | 13/8/2019 | MEAL | Breakfast | 40 |
| 10 | 12/8/2019 | MEAL | Breakfast | 35 |
| 11 | 8/8/2019 | MEAL | Breakfast | 60 |
| 12 | 6/8/2019 | MEAL | Dinner | 120 |
| 13 | 5/8/2019 | MEAL | Dinner | 130 |
| 14 | 20/8/2019 | MEAL | Breakfast | 40 |
| 15 | 25/8/2019 | MEAL | Lunch | 181 |
| 16 | 4/8/2019 | MEAL | Lunch | 191 |
| 17 | 11/8/2019 | MEAL | Breakfast | 95 |
| 18 | 14/8/2019 | MEAL | Breakfast | 60 |
|  |  |  |  |  |

Receipts to be scanned and attached

Manager’s approval is must.

Signature