



DCDC HEALTH SERVICES PRIVATE LIMITED,
C-185, 1st Floor, Maya Puri Industrial Area-II, New Delhi -110064
TRAVEL CLAIM FORM FOR ALL EMPLOYEES FOR OUT SIDE DELHI/NCR

NAME	MANTOSH KUMAR SHARMA	DEPARTMENT	NEPHROLOGY	TIME:	TOUR APPROVED BY : SWARUP KUMAR SARKAR
EMP. CODE	DC00711	GRADE	T1/T1		
DESIGNATION	TECHNICIAN	Travel Location	DUMKA/DHANBAD		
TOUR FROM DATE	11/5/2023	TOUR TO DATE	13/5/2023		

SR.	DEP. DATE	From	To	MODE OF TRAVEL	CLASS OF TRAVEL	FARE AMOUNT	PAID BY	REMARKS
1	05/11/2023	DUMKA	RANCHI	BUS	GENERAL	600.00	MANTOSH	
2	13/5/2023	RANCHI	DUMKA	BUS	GENERAL	600.00	MANTOSH	
A						TOTAL	₹ 1,200.00	

LODGING & BOARDING EXPENSES:

SR.	CHECK IN DATE	CHECK IN TIME	CHECK OUT DATE	PLACE/ HOTEL NAME	ACCOMADATION	STAY AMOUNT	FOOD EXPENSE	CLASS OF CITY
1	NIL							
2								
B						TOTAL	₹ 0.00	₹ 0.00

LOCAL CONVEYANCE AT OUT SIDE DELHI/NCR

SR.	DATE	FROM PLACE	MODE	TO PLACE	CITY	AMOUNT	KMS	DAILY ALLOWANCE
1	05/12/2023	RANCHI BUS STAND	AUTO	HOTEL ACCORD, RANCHI	RANCHI	300.00	10	
2								
3								
4								

C						₹ 300.00	
<i>Mantosh</i>	<i>[Signature]</i>			GRAND TOTAL A+B+C	₹ 1,500.00	REMARKS IF ANY	
				ADVANCE TAKEN	0		
				TOTAL	₹ 1,500.00		
				DEDUCTED AMOUNT	₹ 0.00		
SIGN OF EMPLOYEE	APPROVED BY HEAD	ACCOUNTS HEAD APPROVAL	APPROVED AMOUNT	₹ 1,500.00	FINAL AUTH: DIRECTOR		

REPORT SUMMARY OF TOUR:

1] THERE WAS TRAINING PROGRAM FROM 12TH MAY TO 13TH MAY

* NOTE: PLEASE SEND THIS COPY BY MAIL TO IMMEDIATE HOD FOR APPROVAL & SEND PRINTOUT WITH ENCLOSURES IN CHRONOLOGICAL ORDER
** NOTE: ALL TRAVEL TICKETS IN ORIGINAL & HOTEL STAY BILLS TO BE ENCLOSED AS A PROOF. *** ADVISED TO KEEP COST UNDER CONTROL

Dep. Time

7:00 Pm

Reservation cum Journey Ticket

Pappu Travels

Vehicle No.

8073

19644

PUSH BACK 2/2 महाराजा सीट
STATE STAGE CARRIAGE PERMIT

Ticket No.

Time :

Name : Mantosh

Date of Journey : 13.5.23

From : Ranchi

To : Dumka

Seat No. ASL-2

Reporting Time :

Fare Rs. 600/-

Luggage

Agent's Signature

नोट : कम्पनी किसी भी प्रकार की नुकसान का जिम्मेवारी नहीं लेगी ।

Dep. Time

Reservation cum Journey Ticket

Vehicle No.

10/10/23
3473

Pappu Travels

4312

PUSH BACK 2/2 महाराजा सीट
STATE STAGE CARRIAGE PERMIT

Ticket No.

Time : 10:30

Name :

Date of Journey : 11/5/23

From : Dhaul A

To : Ramesh

Seat No. : 10 A

Reporting Time :

Fare Rs. 500

Luggage

Agent's Signature

नोट : कम्पनी किसी भी प्रकार की नुकसान का जिम्मेवारी नहीं लेगी ।