

RVICES PRIVATE LIMITED,
trial Area-II, New Delhi -110064

EMPLOYEES FOR OUT SIDE DELHI/NCR

C-185, 1st Floor
TRAVEL CLAIM FORM FOR ALL

NAME	RAVI KUMAR	TIME:	DEPARTMENT	Operation	TIME:	TOUR APPROVED BY :MS
EMP. CODE	DC02378		GRADE			Kahkasha Naz
DESIGNATION	CENTRE MANAGER		Travel Location	PGIMS Rohatak, Bhiwani		
TOUR FROM DATE			TOUR TO DATE			

AIR/TRAIN/BUS FARE

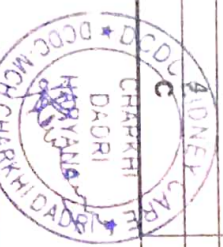
SR.	DEP. DATE	From	To	MODE OF TRAVEL	CLASS OF TRAVEL	FARE AMOUNT	PAID BY	REMARKS
A						₹ 0.00		
TOTAL								

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			25-1-24	PGIMS Rohatak		₹ 350.00	₹ 350.00	B	
2			26-1-24	Bhiwani		₹ 350.00	₹ 350.00	B	
B	TOTAL						₹ 0.00	₹ 700.00	

LOCAL CONVEYANCE AT OUT SIDE DELHI/NCR

SR	DATE	FROM PLACE	MODE	TO PLACE	CITY	AMOUNT	KMS	DAILY ALLOWANCE
1	25-1-24	Charkhi Dadri	Bike	PGIMS Rohatak	Rohatak	₹ 360.00	60	
2	25-1-24	PGIMS Rohatak	Bike	Charkhi Dadri	Charkhi Dadri	₹ 360.00	60	
3	26-1-24	Charkhi Dadri	Bike	Bhiwani	Bhiwani	₹ 240.00	40	
	26-1-24	Bhiwani	Bike	Charkhi Dadri	Charkhi Dadri	₹ 240.00	40	
GRAND TOTAL A+B+C						₹ 1,200.00		
ADVANCE TAKEN						₹ 1,900.00		
DEDUCTED AMOUNT								
APPROVED AMOUNT								



SIGN OF EMPLOYEE

APPROVED BY HEAD

ACCOUNTS HEAD APPROVAL

APPROVED AMOUNT

FINAL AUTH: DIRECTOR

REPORT SUMMARY OF TOUR:

1

2

* 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