



KRISUMI CORPORATION
Annexure to Domestic Travel Expenses Claim Format
TRAVELLING BILL

NAME: Sandeep Gupta

DESIGNATION: Sr. Manager
Sales

Month:- April 2025

S.NO	DATE	TIME	FROM	TO	ARRIVAL TIME	MODE OF TRANSPORT	FARE (Paid by employee)	FARE (Paid by Company)
1								
Total								

EXPENSES DETAILS

Sl. No.	Expenses	No. Of Days	Bill No.	Date	AMOUNT (USD \$)	AMOUNT (Rs.)
1	Lodging					
2	Boarding					
3	Conveyance (Please Give details Below)					
4	Entertainment					
5	Telephone					
	TOTAL					0

CONVEYANCE EXPENSES DETAILS

DATE	FROM	TO	MODE	KM	RATE	AMOUNT	PURPOSE
2/4/25	Office	Sector 69	By Own Car	20	9/-	180/-	Verification of New Empanelment CP
7/4/25	Office	Sohna Road	By Own Car	16	9/-	144/-	Meeting with New/Inactive Cp
2/4/25	Office	Sector 69	By Own Car	25	9/-	225/-	Meeting with New/Inactive Cp
2/4/25	Office	Sector 69	By Own Car	16	9/-	144/-	Meeting with New/Inactive Cp
2/4/25	Office	Sector 69	By Own Car	25	9/-	225/-	Meeting with New/Inactive Cp
2/4/25	Office	Sector 69	By Own Car	10	9/-	90/-	Meeting with New/Inactive Cp
2/4/25	Office	Sector 69	By Own Car	10	9/-	90/-	Meeting with New/Inactive Cp
	Total					1098/-	

Signature of the Employee

Ok
(Signature)
Already Approved by Disha San.