



KRISUMI CORPORATION

Annexure to Domestic Travel Expenses Claim Format

TRAVELLING BILL

NAME : Rahul Mandil

DESIGNATION : General Manager - Design Management

S.NO	DATE	TIME	FROM	TO	ARRIVAL TIME	MODE OF TRANSPORT	FARE (Paid by employee)	FARE (Paid by Company)
1								
2								
3								
4								
5								
6								
7								
Total							0	0

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						
6	Printing & Stationery						
7	Airport Taxes						
8	Others (Pls. Specify)		184711	27-06-2024		1,011.71	Lunch for consultants
TOTAL						1,011.71	

CONVEYANCE EXPENSES DETAILS

DATE	FROM	TO	MODE	KM	RATE	AMOUNT	PURPOSE
10-05-2024	Home	Fire Office & Return	Car	34	9	306.00	meeting
14-05-2024	Office	DTP Office & Return	Car	38	9	342.00	meeting
15-05-2024	Office	DTP Office & Return	Car	38	9	342.00	meeting
20-05-2024	Home	DTP Office & Return	Car	38	9	342.00	meeting
20-05-2024	Office	DTP Office & Return	Car	38	9	342.00	meeting
03-06-2024	Home	DTP Office & Return	Car	38	9	342.00	meeting
11-06-2024	Office	DTP Office & Return	Car	38	9	342.00	meeting
26-06-2024	Office	DTP Office & Return	Car	38	9	342.00	meeting
27-06-2024	Office	DTP Office & Return	Car	38	9	342.00	meeting
27-06-2024	Office	DTP Office & Return	Car	38	9	342.00	meeting
Total						3,384.00	

Grand Total

4,395.71

Signature of the HOD

Signature of the Employee

Approved
Rahul
K-1324

RM