



KRISUMI CORPORATION

Annexure to Domestic Travel Expenses Claim Format

TRAVELLING BILL

NAME : POURNIMA KSHIRSAGAR

DESIGNATION : SENIOR GENERAL MANAGER

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	2 days, 2 rooms	58181	12.07.25		23320
3	Conveyance (Please Give details Below)					
4	Entertainment					
5	Telephone					
6	Printing & Stationery					
7	Airport Taxes					
8	Others (Pls. Specify) - Food	2 days	58181	12.07.25		4097
		breakfast at airport	AA/2526/40043	10.07.25		298
TOTAL						27,715.00

for 2 people (Mohit + Pournima)

→ (for 2 people)

CONVEYANCE EXPENSES DETAILS

DATE	FROM	TO	MODE	KM	RATE	AMOUNT	PURPOSE
10.07.25	office	Airport	cab			977.00	from office to airport
10.07.25	local travel at Rajahmundry		cab			(183+132) 315.00	meeting with nursery vendor
11.07.25	local travel at Rajahmundry		cab			(138+149) 287.00	meeting with nursery vendor
12.07.25	Rajahmundry	Kardiyam	cab			1,500.00	visit to nursery
12.07.25	hotel	Airport	cab			493.00	from hotel to airport
12.07.25	Airport	home	cab			978.00	from airport to home
Total						4,550.00	

for Mohit & Pournima

Grand Total 32,265.00

Signature of the HOD

Ok
P. Srinivas K1321
15 July 25

Signature of the Employee

Pournima
K-1357
15/07/25

(183 + 132 = 315) local travel

(138 + 149 = 287) local travel

TAX INVOICE

Guest Name : Mr Mohit Kumar Sharma	Bill Date : 12/07/2025
Address : BASANT LAL SHARMA,ANGALI ABDULLA,MACHHRA,MEERUT	GST Bill Number : FM7430BIL0007271
MEERUT 250106	Res Number : 58181
UTTAR PRADESH INDIA	Res Number :
Phone # : 9582203029	Room No : 107 / Meal Plan: C/P
Company Name : MAKE MY TRIP INDIA PVT LTD	Room Type/ Pax : EXT Pax : 1
19th Floor, Building No-5, Epitome Building, DLF Phase III, Gurgaon,Gurugram	Arrival : 10-Jul-2025 15:51
Gurugram 122002	Departure : 12-Jul-2025 12:26
Haryana State India	
Guest GST No : 06AADCM5146R1ZZ	

Date	Ref. No	Description	GST SAC No#	Debit	Credit	Balance
10-Jul-25		TARIFF 103	996311	5,205.36		5,205.36
10-Jul-25		Central GST @ 6.00%		312.32		5,517.68
10-Jul-25		State GST @ 6.00%		312.32		5,830.00
10-Jul-25		TARIFF 107	996311	5,205.36		11,035.36
10-Jul-25		Central GST @ 6.00%		312.32		11,347.68
10-Jul-25		State GST @ 6.00%		312.32		11,660.00
		Day Total		11,660.00		
11-Jul-25		TARIFF 103	996311	5,205.36		16,865.36
11-Jul-25		Central GST @ 6.00%		312.32		17,177.68
11-Jul-25		State GST @ 6.00%		312.32		17,490.00
11-Jul-25		TARIFF 107	996311	5,205.36		22,695.36
11-Jul-25		Central GST @ 6.00%		312.32		23,007.68
11-Jul-25		State GST @ 6.00%		312.32		23,320.00
		Day Total		11,660.00		
		Round Off				0.00
		Grand Total INR		23,320.00		23,320.00

Amount In Words : Rupees Twenty-Three Thousand Three Hundred Twenty Only

Billing Instructions : ROOM TO COMPANY OTHERS DIRECT

Link Room list : 107,103

Bill Summary Details

Description	Amount
TARIFF	20,821.44
Central GST	1,249.28
State GST	1,249.28
Total	23,320.00

I agree that I am personally liable for the full payment of the bill in the event it is not paid by the company or person indicated.
 May we request you to return the Room Key.

AYUSH

Cashier

Duty Manager

Guest Signature