

Employee Name:

PRAKASH CHANDRA

Date:

1st

30.10.2020

Department:

DM- PURCHASE

Period of claim

10.08.2020 to 19.10.2020

Date	From	To	Purpose	Mode of Travel	Kilo Meters in case of Car/Scooter	Rate per Km	Amount Rs. P.	Misc Rs. P.	Total Rs. P.
10.08.2020	Site -Sector 36	Udyog Vihar	For Lighting materials from office to Project office	CAR	26	6.5	169	-	169
10.08.2020	Udyog Vihar	Site -Sector 36		CAR	26	6.5	169	-	169
01.10.2020	Project Office	Merino, Karol Bagh	Visit Supplier Warehouse	CAR	42	6.5	273		273
01.10.2020	Merino, Karol Bagh	Project Office		CAR	42	6.5	273		273
03.10.2020	Project Office	Sector 17 Ggn	Bata (Visit Supplier Warehouse)	CAR	12	6.5	78		78
03.10.2020	Sector 17 Ggn	Project Office		CAR	12	6.5	78		78
TOTAL									1040

DATE

EMPLOYEE SIGNATURE

APPROVAL

Received Rupees

CASH VOUCHER NO:

Date:

Receiver's Signature