

company name)

OFF. 037 - EXPENSE FORM - SHORE EMPLOYEES

: 01-10-2018 : 1 of 1 Date Page

: QHSE Made by Approved by : MD Rev. No : 0

ONE DOCUMENT PER CURRENCY								CURRENCY NAME				
COMPANY:	MTMPL SURNAME: SINGH		FIRST NAME: HARIOM		М	DATE :	01-03-2023		PERIOD:	Mar-2023		
Date		Nature of expenses		Evidence doc.	Travel Expenses Hotel			Phone /	NA:	Other expenses		
	(travel itinerary, cost detail			Number	Travel	Expenses	Hotel	Meals	Internet		Amount	Nature
01-03-2023	Monthly Railway Pass				₹	755.00						
01-03-2023	Home Internet Renewal				₹	700.00						
14-03-2023										₹ 200.00		
02-Mar	ID Card Update For Aniketh, Shashikant, Muddassar, Bharat,Hariom, Judas)									₹ 250.00		
				Total	₹	1,455.00	₹ -	₹ -	₹ -	₹ 450.00	₹ -	ļ
Account of (vessel or				Total Expenses				₹ 1,905.00		Employee Signature		

Exchange Rate

Total Expenses in INR

0.00

1,905.00

Manager Signature

Management Signature