

ONE DOCUMENT PER CURRENCY

CURRENCY NAME

COMPANY:		SURNAME: Sawant	FIRST NAME: Nutan	DATE : 27-07-23			PERIOD: 01-07-2023 to 31-08-2023		
Date	Nature of expenses (travel itinerary, cost details)	Evidence doc. Number	Travel Expenses	Hotel	Meals	Phone / Internet	Misc.	Other expenses	
								Amount	Nature
01-Jul	Cable cost	1340				₹ 500.00		₹ 500.00	For the month of JULY
01-Aug	Cable cost	1356				₹ 500.00		₹ 500.00	For the month of AUG
	From 01-07-2023 to 31-08-2023		₹ 300.00					₹ 300.00	For the month of JUL & AUG
Total			₹ 300.00	₹ -	₹ -	₹ 1,000.00	₹ -	₹ 1,300.00	

Account of (vessel or company name)

Total Expenses	₹ 1,300.00
Exchange Rate	0.00
Total Expenses in INR	₹ 1,300.00

Employee Signature	
Manager Signature	
Management Signature	