MARITEC TANKER MANANGEMENT PVT. LTD. (MTMPL)

Expense Statement

ONE DOCUMENT PER CURRENCY

CURRENCY NAME INR

COMPANY:	MTMPL	NAME:	FONSECA	FIRST NAME:	FIACRE	DATE :	31.01.2024	PERIOD:	Jan 2024

Date	Nature of expenses (travel itinerary, cost details)	Evidence doc. Number	Travel Expenses	Hotel	Meals	Phone / Internet	Misc.	Other expenses	
								Amount	Nature
01.01.2024	Bike Parking (Jan 2024)		₹ 500.00						
31.01.2024	Home Monthly Internet					₹ 904.67			Jan-24
31.01.2024	Bike Travel to Home- Office - Home (Jan 2024 - 3, 5, 8, 9, 10, 11, 12, 16, 17, 18, 19, 23, 24,25, 29, 31)		₹ 388.78						Distance Home - Office - Home = 8 kms * 16 = 128 / 35 = 3.657 * 106.31 = 388.78
		Total	₹ 888.78	₹ -	₹ -	₹ 904.67	₹ -	₹ -	

Account of (vessel or company name) MTMPL

Total Expenses	**₹ 1,793.45**
Exchange Rate	1.00
Total Expenses in INR	**₹ 1,793.45**

Employee Signature	Fonseca
Manager Signature	
Management Signature	

02 Jan: Work from Home Requested
15 Jan: Sick Leave
18 Jan: Work from office 1300 hrs onwards