

## OFF. 037 - EXPENSE FORM - SHORE EMPLOYEES

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

ONE DOCUMENT PER CURRENCY **CURRENCY NAME** INR DATE: 26-08-23 COMPANY: MTMPL SURNAME: Chandarana FIRST NAME: Snehann PERIOD: 1st Aug - 31Aug 2023 Other expenses Nature of expenses Evidence doc. Travel Phone / Date Hotel Meals Misc. (travel itinerary, cost details) Number Expenses Internet Amount Nature 2023 to 04.08 Train Pass ₹ 345.00 1st Aug Internet expenses ₹ 687.00 ₹ 345.00 ₹ ₹ ₹ 687.00 ₹ ₹ Total Account of (vessel or Employee Signature **Total Expenses** ₹ 1,032.00 company name) **Exchange Rate** Manager Signature 0.00 **Total Expenses in INR** ₹ 1,032.00 Management Signature