

## OFF. 037 - EXPENSE FORM - SHORE EMPLOYEES

Date : 01-10-2018
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Made by : QHSE
Approved by : MD
Rev. No : 0

Account of (vessel or company name) COMPANY: ONE DOCUMENT PER CURRENCY 27-09-23 TRAVELLING CHARGES 15-09-23 Date INTERNET CHARGES MTMPL Nature of expenses (travel itinerary, cost details) SURNAME: Bhandari FIRST NAME: Evidence doc. Number Total 0 0 Total Expenses in INR Exchange Rate Total Expenses ₹ 1,300.00 ₹ ₹ 1,300.00 Travel Expenses Sangeeta Hotel DATE: ₹ 1,950.00 ₹ 1,950.00 0.00 Meals **∕**¥ŧ ₹ 650.00 Phone / Internet 650.00 27-09-23 CURRENCY NAME Management Signature Employee Signature Manager Signature Misc. ₹ 1,950.00 PERIOD: ₹ 1,300.00 Amount 650.00 Other expenses SEP