



OFF. 037 - EXPENSE FORM - SHORE EMPLOYEES

Date : 01-09-2023
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Made by : QHSE
Approved by : MD
Rev. No : 0

ONE DOCUMENT PER CURRENCY

CURRENCY NAME

Table with columns: COMPANY, SURNAME (Sawant), FIRST NAME (Nutan), DATE (01-09-23), PERIOD (01-07-2023 to 31-08-2023). Main table with columns: Date, Nature of expenses, Evidence doc. Number, Travel Expenses, Hotel, Meals, Phone / Internet, Misc., Amount, Nature. Includes rows for Cable cost on 01-Jul and 01-Aug, and a summary row for the period.

Account of (vessel or company name)

Empty box for account name

Summary table with 2 columns: Description (Total Expenses, Exchange Rate, Total Expenses in INR) and Amount (₹ 1,280.00, 0.00, ₹ 1,280.00).

Signature table with 2 columns: Signature Type (Employee, Manager, Management) and Signature (NSawant, empty, empty).