| MARITEC | OFF. 037 - EXPENSE FORM - SHORE EMPLOYEES | Date : 01-10-2018<br>Page : 1 of 1<br>Made by : QHSE<br>Approved by : MD<br>Rev. No : 0 |
|---|---|---|

ONE DOCUMENT PER CURRENCY

CURRENCY NAME **INR**

| COMPANY: | **MTMPL** | SURNAME: | **SHINDE** | FIRST NAME: | **SHASHIKANT** | DATE : | **30/10/2023** | PERIOD: | **01.10.2023 to 30.10.2023** |
|---|---|---|---|---|---|---|---|---|---|

| Date | Nature of expenses (travel itinerary, cost details) | Evidence doc. Number | Travel Expenses | Hotel | Meals | Phone / Internet | Misc. | Other expenses Amount | Other expenses Nature |
|---|---|---|---|---|---|---|---|---|---|
| 1-Oct | INTERNET CHARGES | 3389 | ₹ - | ₹ - | ₹ - | ₹ 600.00 | ₹ - | ₹ 600.00 | INTERNET CHARGES |
| 1-Oct | PARKING CHARGE | 80 | ₹ 500.00 | ₹ - | ₹ - | ₹ - | ₹ - | ₹ 500.00 | TRAVEL EXPENSES |
| 30-Sep | PETROL CHARGES | 201548 | ₹ 110.00 | ₹ - | ₹ - | ₹ - | ₹ - | ₹ 110.00 | TRAVEL EXPENSES |
| 2-Oct | PETROL CHARGES | 920244 | ₹ 180.00 | ₹ - | ₹ - | ₹ - | ₹ - | ₹ 180.00 | TRAVEL EXPENSES |
| 11-Oct | PETROL CHARGES | J6790 | ₹ 180.00 | ₹ - | ₹ - | ₹ - | ₹ - | ₹ 180.00 | TRAVEL EXPENSES |
| 15-Oct | PETROL CHARGES | 3101542641 | ₹ 140.00 | ₹ - | ₹ - | ₹ - | ₹ - | ₹ 140.00 | TRAVEL EXPENSES |
| 25-Oct | PETROL CHARGES | 3102541514 | ₹ 120.00 | ₹ - | ₹ - | ₹ - | ₹ - | ₹ 120.00 | TRAVEL EXPENSES |
| | | Total | ₹ 1,230.00 | ₹ - | ₹ - | ₹ 600.00 | ₹ - | ₹ 1,830.00 | |

**Account of (vessel or company name)** **MTMPL**

| | |
|---|---|
| **Total Expenses** | **₹ 1,830.00** |
| **Exchange Rate** | 0.00 |
| **Total Expenses in INR** | **₹ 1,830.00** |

| | |
|---|---|
| Employee Signature | |
| Manager Signature | |
| Management Signature | |