



OFF. 037 - EXPENSE FORM - SHORE EMPLOYEES

Date : 01-02-2024
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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 (01-02-24), PERIOD (01-02-2024 to 29-02-2024). Main table with columns: Date, Nature of expenses, Evidence doc. Number, Travel Expenses, Hotel, Meals, Phone / Internet, Misc., Amount, Other expenses Nature. Includes a total row at the bottom.

Account of (vessel or company name)

Empty rectangular box for account name.

Summary table with 2 columns: Description, Amount. Rows: Total Expenses (₹ 700.00), Exchange Rate (0.00), Total Expenses in INR (₹ 700.00).

Signature table with 2 columns: Signature Type, Signature. Rows: Employee Signature, Manager Signature, Management Signature.