

Travel Expense Sheet

Period for which the expense is being claimed	<b>11/12/2023-06/01/2024</b>		Market Type (Metro / Mini-Metro / Non- Metro / Rural)	<b>Mini-Metro</b>
Department			Channel Type (SPT / VET / CMN / MT / Retail / Breeder /Signature)	<b>SPT</b>
Employee Code	<b>112797</b>		Designation	<b>T.S.I</b>
Employee Name	<b>SANDEEP RAWAT</b>		Base Location (Head Quarter)	<b>Dehradun</b>

Week / Day of the Period	Date	Local / Ex-Market / Upcountry	Area Visited	Local / HQ	EX MARKET			Upcountry					Total Distance Travelled (in KMs)	
				DA	(Bus /Train / Bike)	TA	DA	Bus / Train	TA	Lodging	Food	Convenience Allowance (Auto)		
W1 D1	12/11/2023	LOCAL	Dehradun	350										70
W1 D2	12/12/2023	LOCAL	Dehradun	350										62
W1 D3	12/13/2023	LOCAL	Dehradun	350										55
W1 D4	12/14/2023	LOCAL	Dehradun	350										70
W1 D5	12/15/2023	LOCAL	Dehradun	350										70
W1 D6	12/16/2023	LOCAL	Dehradun	350										52
W1 D7	12/17/2023	LOCAL	Dehradun	350										65
W2 D1	12/18/2023	UPCOUNTRY	Chandigarh							1500		300		480
W2 D2	12/19/2023	LOCAL	Dehradun	350										59
W2 D3	12/20/2023	LOCAL	Dehradun	350										55
W2 D4	12/21/2023	LOCAL	Dehradun	350										55
W2 D5	12/22/2023	LOCAL	Dehradun	350										48
W2 D6	12/23/2023	LOCAL	Dehradun	350										51
W2 D7	12/24/2023	SUNDAY												
W3 D1	12/25/2023	HOLIDAY												
W3 D2	12/26/2023	LOCAL	Dehradun	350										56
W3 D3	12/27/2023	LOCAL	Dehradun	350										55
W3 D4	12/28/2023	LOCAL	Dehradun	350										68
W3 D5	12/29/2023	LOCAL	Dehradun	350										70
W3 D6	12/30/2023	LOCAL	Dehradun	350										48
W3 D7	12/31/2023	SUNDAY												
W4 D1	1/1/2024	LOCAL	Dehradun	350										54
W4 D2	1/2/2024	LOCAL	Dehradun	350										59
W4 D3	1/3/2024	LOCAL	Dehradun	350										55
W4 D4	1/4/2024	LOCAL	Dehradun	350										75
W4 D5	1/5/2024	LOCAL	Dehradun	350										70
W4 D6	1/6/2024	LOCAL	Dehradun	350										42
W4 D7	1/7/2024	SUNDAY												
<b>TOTAL</b>				<b>8050</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1500</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>1844</b>	



Total No. of Local Days Working	23
Total No. of Ex-Market Days Working	0
Total No. of Upcountry Days Working	1
Total No. of Leaves taken	0
Total No. of Admin Days	0
Total No. of Days (should be 28)	24

Expense Amount for Local Working	8050
Expense Amount for Ex-Market Working	0
Expense Amount for Upcountry Working	1800
Mobile Amount claimed for the Period	299
<b>Total Expense Amount claimed for the</b>	<b>10149</b>

For Head Quarter (Office) Use Only	
Total Amount Claimed	
Amount Deducted	
Total Amount Passed	

Expense Sheet Prepared by (Name & Signature) SANDEEP RAWAT

Expense Sheet Approved by AMIT CHANDRA RAI

Passed By