



EXPENSE REPORT

(TRAVEL)

Assignment (Place).....
 Authority.....
 Advance drawn (1) Rs.....Dt.....
 (2) Rs.....Dt.....

Name.....
 Dept. & Staff No.....
 Basic Pay Rs.....
 Designation.....

1	FROM		TO		Mode of Travel	Distance of Days	Rate of Days	Amount Claimed		Ticket No. Or Remarks	For use of Account Department		
	PLACE	DATE	TIME	PLACE				DATE	TIME		Rs.	Ps.	Amount Rs.
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Particulars of Journey (Fill in Columns 2 to 12 as necessary)													
Daily Allowance Lodging Charges Cash Allowance (Fill in Columns 2 to 11 except column 8)													
Conveyance charges (Fill in cols. 2 to 11 and state in col. 12 the mode of conveyance used) Indicate the locality 'From & To' to Which conveyance is claimed													
TRANSFER: Disturbance Allowance Lumpsum : Grant Transportation of Personal Effects }													
Rupees.....	Total												

1. Certified that the Journeys were actually performed by the mode of travel and class of accommodation indicated above and the distances entered in the claim are correct.
2. Certified that I was actually present at the outstation on the days, for which D.A. has been claimed, and I have not availed, any leave / I was on days leave during
3. Certified that the claims are true and correct in all aspects.
4. Certified that, I was not provided free of charge, a car or other Conveyance and / or / I was not treated as Guest of any other Company / Organisation.

* I have reviewed the above claims and recommend
as claimed / amended for Rs.....

.....
Signature of Employee

Note : Strike out whichever is not applicable
* Grade IV and above.

.....
Department Head

FOR ACCOUNTS DEPARTMENT USE ONLY

E.J. Month.....

Credit Account 1195 10 Employees Travel and Expenses
Account of

Name : Mr.....

Dept. and Staff No.....

Approved by.....

Place of Duty.....

Period.....

Amount Rs.....

DETAILS OF ADJUSTMENTS	Rs.	Ps.
Expenses Report.....		
Less : Advance drawn (Request No.....)		
Less : Cash refunded.....		
Vide R.V. No.....		
of.....		
Balance.....		
Debit Advice No.....dated.....		
for Rs.....issued.....		
Cash Voucher For Rs.....		

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Prepared

.....
Accountant

.....
Approved

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Audit