KILOMETER CALCULATE FORM

MONTH……

DATE	FROM	TO	DISTANCE BETWEEN TWO PLACES IN KM
TOTAL KM			

Note: Please refer & follow Company's Travel Policy.

1. Copy of Service report to be attached.
2. Fuel or transportation charges may be claimed only for the official work and as per the Company's Travel Policy.
3. Fuel or transportation charges cannot be claimed for travelling to Branch Office / Factory
4. Transportation / Fuel charges will not be applicable from regular place of work to residence
5. Kilometer mentioned will be matched as per Google Map.
6. To be enclosed for fuel claim alongwith MES