

Monthly Expense Statement

Industrial Plot no. 11, Area III, Nagavalli Amman Koil Street, Maraimalai Nagar, Chengappattu - District Tamilnadu - 603209, India
Phone : +91 44 27453333 / 32 Email: admin@saryam.com

Name :				
ID & Grade :				
Month :		Date :		
S.No	Nature of Expenses	Description	Amount Rs.	Remarks
1	Telephone Charges			
2	Fuel Charges			
3	Transport Charges			
4	Taxi Charges			
5	Courier Charges			
6	Stationary			
7	Food Expenses			
8	Parking Charges			
9	Internet Charges / Fax Charges			
10	Purchase of hardware items			
11	Laundry Charges			
12	Miscellaneous Expenses			
	Sub Total			
	Less : Advance			
	Grand Total			

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

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| 1 | Actual bills are mandatory for all kinds of expenses. With out bills reimbursement will not be made. |
| 2 | Food Allowance as per Company's Travel Policy |
| 3 | Fuel or transportation charges may be claimed only for the official work and as per the Company's Travel Policy. |
| 4 | Kilometer Calculator form to be enclosed along with fuel claim. |
| 5 | Fuel or transportation charges & Food allowances cannot be claimed for travelling to Branch Office / Factory |
| 6 | Transportation / Fuel charges will not be applicable from regular place of work to residence |
| 7 | Mobile phone usage charges will be paid for Official use, actual usage amount shall be claimed after submitting the proof |
| 8 | Purchase of any items like spares, tools etc., should have prior approval |
| 9 | Laundry charges will be applicable maximum of Rs. 200 /- for the site work which is more than 7 days continuously. |
| 10 | Copy of the Service report to be attached alongwith Monthly Expense Statement |
| 11 | Miscellaneous expenses are generally not allowed, in case of emergency please specify the expenses. |

Signature of Employee	Signature of Project Leader	Signature of Project Head	Signature of Accounts Dept	Approved by MD / Director