



Travel 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 :		Travel Date :	
ID & Grade :		Return Date :	
Month :		No. of days	
Travel to		Date :	

S.No	Nature of Expenses	Description	Amount Rs.
1	Traveling Ticket Charges		
2	Hotel Accomodation Charges		
3	Taxi Charges at Site		
4	Telephone Usage Charges		
5	Food Expenses		
6	Toll Entry Charges		
7	Parking Charges		
8	Internet Charges / Fax Charges		
9	Local Conveyanace		
10	Miscellaneous Expenses		
	Sub Total		
	Less : Advance Received		
	Total		

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

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	Mobile phone usage charges will be paid for official use, actual usage amount shall be claimed after showing the proof
4	Transportation charges as per Company's Travel Policy
5	Miscellaneous expenses are generally not allowed, in case of emergency please specify the expenses.
6	Advance will be paid depending on the duration of the stay
7	Copy of Service report to be attached alongwith Travel Expense Statement
8	Traveling Expenses bills to be settled with in 3 days from the date of arrival

Signature of Employee	Signature from Project Leader	Signature from Project Head	Signature of MD / Director

Accounts Dept.