

**AIRWAYS COURIER (I) PVT. LTD.
TRAVELLING EXPENSE STATEMENT**

BRANCH: _____

Date: _____

Name : _____ Designation: _____ Department : _____

Date of travel From: _____ Time: _____ To: _____ Time: _____
DD/MM/YY DD/MM/YY

Place(s) visited : _____

A. Travel Expenses

Date	Description	Class	Amount
TOTAL			

(Attach train / Bus ticket)

B. Boarding and Lodging Expenses

Date	Description	Amount
TOTAL		0

(Attach Hotel Bills)

C. Conveyance expenses

Date	Description	Amount
TOTAL		

E. Others

Date	Description	Amount
TOTAL		

F. Total Expenses

Expenses Head	Amount
Travel Expenses	
Boarding and Lodging	
Conveyance	
Telephone expenses	
Other expenses	
GRAND TOTAL	

(Rupees _____)

Advance Received : Rs.

Total Expenses Incurred : Rs.

Balance to be paid to company / Employee : Rs.

I declare the information provided above is the best of my knowledge and belief. In case of any false claim, I shall abide by whatsoever action taken by the management.

Sign of employee
**Recommended by
(DIRECTOR/ HOD)**
Approved by**Functional Head**

(FOR THE USE OF ACCOUNTS DEPARTMENT)

Checked by

Verified by

(Accounts Department is authorized to deduct excess claim, if any from the bill)