

TRAVEL EXPENSE VOUCHER

NAME:				Employee Code	Dept. / Office				Cadre/Grade		
Place/s Visited	PERIOD OF STAY			(A) Hotel & Meals Charges		(B) Guest House Charges		(C) Private Arrange- ment Allowances		(D) Daily Allowance	
	From	To	# Days	Rs.	P	Rs.	P	Rs.	P	Rs.	P
Date	DETAILS OF OTHER EXPENSES			(E) Local Conveyance		(F) Entertainment		(G) Rail / Air Fare		(H) Sundry	
				Rs.	P	Rs.	P	Rs.	P	Rs.	P
<u>INSTRUCTION :</u>						<u>CASH STATEMENT</u>					
1. Please enclose all relevant Bills, Vouchers and Receipts. Also in the case of items under cols. E.G & H, furnish full particulars enclosing a separate statement, where necessary. 2. For Entertainment expenses, please furnish the Name and position of the party entertained. 3. In case the Balance amount is ' Due to the company ', please refund the same to cash sec. along with his voucher. Otherwise forward the voucher to your unit administration Dept.						Advance Taken:				TOTAL ADVAN- CE TAKEN	
						Balance B/F :		Rs.	P.	Rs.	P
						At:	dt.				
						At:	dt.				
						Expenses:					
						Total A+B+C+D					
Total E+F+G+H											
Balance: Due to the Company											
Due from Company											
I certify that the expenses above are correct and incurred In the best interest of the Company.											
Date:				Signature of the Employee				Approval – Dept. Manager Date:			
<u>FOR ADMINISTRATION USE ONLY</u>											
	Account No.	Dept. Code		Amount Rs. P.		ADMINISTRATION			CASH SECTION:		
DR.						Verified by:			Recd. / CASH /CHEQUE		
DR.											
DR.											
<u>REMARKS</u>						Approved by:			Receipt No. & Amount Amount Rs. Receipt No. Dt.		
						Signature of Cashier					