RAYCOM ENTERPRISES PRIVATE LIMITED

BAIKUNTHAPUR●TRIBENI●HOOGHLY
712503

-: COMBINE TRAVELLING EXPENSES REPORT :-

NAME: ……

DESIGNATION: ……

PURPOSE : ……

PLACE : FROM…… TO ……

DEPARTURE TIME: …… ARRIVAL TIME ……

DATE	RAIL	BUS/TAXI/AUTO TOTO/RICKSHAW CYCLE	XEROX/PHONE POSTAGE	MISCELLANEOUS	DAILY ALLOWANCE	TOTAL AMOUNT

DATE. …… LESS ADVANCE : RS. ……

RUPEES : …… NET PAYABLE : RS. ……

……

SIGNATURE OF PAYEE : ……

VARIFIED BY **APPROVED BY (MANAGER-HR)** **APPROVED BY (DIRECTOR & C.O.O)** **PASSED BY**

…… …… …… ……

SEND BY

……