



## Annexure 'II'

### Travel Requisition Form

Date: \_\_\_\_\_

Name of the Employee: \_\_\_\_\_

Designation : \_\_\_\_\_ Grade : \_\_\_\_\_

Department : \_\_\_\_\_

Purpose : \_\_\_\_\_

Destination : \_\_\_\_\_ Mode of Travel: \_\_\_\_\_

Departure : \_\_\_\_\_  
*(Date and Time)*

Arrival : \_\_\_\_\_  
*(Date and Time)*

Accommodation at : \_\_\_\_\_

Arranged by Company/Self : \_\_\_\_\_

Contact details : \_\_\_\_\_

Advance, if any (INR) : \_\_\_\_\_

Signature of Employee : \_\_\_\_\_ Approved by (HOD) : \_\_\_\_\_

Approved by Executive Chairman /COO : \_\_\_\_\_

*(In case of foreign travel)*



### Annexure 'III'

## Travel Expenses Reimbursement Report

Name of the Employee: \_\_\_\_\_

Emp code: \_\_\_\_\_ Grade: \_\_\_\_\_

Department: \_\_\_\_\_ Destination: \_\_\_\_\_

Departure: \_\_\_\_\_ Arrival: \_\_\_\_\_

Purpose: \_\_\_\_\_

Particulars	Location A	Location B	Location C	Location D	For Accounts dept.
City					
Date (From)					
Date (To)					
Fare a) Mode of Travel b) Amount (Rs.)					
Conveyance (refer overleaf)					
Total Boarding expenses					
Total Lodging expenses					
Daily Allowance					
Other Expenses					
a.					
b.					
c.					
d.					
Total Expenses					

Travel Advance taken, if any: \_\_\_\_\_ On(date) \_\_\_\_\_

Balance due (Payable): \_\_\_\_\_ (Total Expenses less Travel Advance)

Signature of the Employee: \_\_\_\_\_ Signature of HOD: \_\_\_\_\_

Signature of Accounts representative: \_\_\_\_\_ Signature of Admin representative: \_\_\_\_\_



**Details for Conveyance:**  
*(Attach vouchers wherever possible)*

Date	Town	Location		Distance in Km	Mode of Travel: 2W, 4W, Bus, Train/Taxi, Auto rickshaw	Amount
		From	To			

**Terms:**

- 2W – Two wheeler, 4W – Four wheeler
- **Total Boarding Expenses:** All Hotel stay expenses
- **Total Lodging Expenses:** All outside meal expenses incurred like snacks/cold drinks/water/meals during travelling etc.
- **Daily Allowance:** Applicable to subordinate category only @ Rs. 125 per working day.
- **Other Expenses:** Includes telephone, portage, excess luggage charges, tips, accessories etc.

**Note:**

- This form is to be submitted to accounts department within three working days of return.
- If an employee fails to submit the expense report within three working days the tour advance will be settled against salary.
- Balance amount if any, should be refunded immediately to Accounts department
- All original Air/Train/Bus tickets/Boarding pass should be submitted to the Accounts Department.
- All original food/travel/other bills should be attached with the statement.
- The Admin / Accounts department can reject any false/unsupported claims by the employee.