|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Travelling Allowances Bill for Tour** | | | | | | | | | | | | |
| **Company Name & Address** | | | | | | | | | | | | |
| Employee Name: | |  | | Employee ID: |  | | Designation: |  | | Department: |  | |
|  | | | | | | | | | | | | |
|  | **From** | | **To** | |  |  |  | **Expenses** | | | | |
| **S No** | **Place** | **Date** | **Place** | **Date** | **Purpose** | **Kms** | **Mode of Travel** | **Transport** | **Food** | **Accommodation** | **(Others)** | **Total** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Charges** | | | | | | | | | | | |  |
| **Cash Advance** | | | | | | | | | | | |  |
| **TOTAL REIMBURSEMENT AMOUNT** | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  | (amount in words) | |
|  |  |  | |  |  |  | |  |  |  |  | |
|  |  | Employee Signature | |  |  | Verified By | |  |  |  | Approved By | |