Arvind Fashions Limited

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|  | | | | | | | | | | | | | | | | **DATE** | | | |  | | | | |
| **NAME** | | | |  | | | | | | | | | | | | **EMP. CODE** | | | |  | | | | |
| **DESIGNATION** | | | |  | | | | | | | | | | | | | | | | | | | | |
| **Emp. Mobile No.:** | | | |  | | | | | | | | | | | | **BRAND** | | | |  | | | | |
| **TRAVEL DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
| **SI.**  **No.** | **Departure** | | | | | | | | **Arrival** | | | | | | | | | **Mode** | | **Days** | | | | **Purpose** |
| **Place** | | | **Date** | | | **Time** | | **Place** | | | | **Date** | | **Time** | | |
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|  | | | | | | | | | | | | | | **Amount Amount Paid**  **Paid by self (Rs.) By Company (Rs.)** | | | | | | | | | | |
| **I. FARE : Air / Train** | | | | | |  | **/ Other Mode** | | | **PI. Tick** | | |  |  | | | | |  | | | | | |
| **II. LODGING** | | | | | | | | | | | | | |  | | | | |  | | | | | |
| **III. BOARDING** | | | | | | | | | | | | | |  | | | | |  | | | | | |
| **IV. CONVEYANCE** | | | | | | | | | | | | | |  | | | | |  | | | | | |
| **V. OTHER EXPENSES** | | | | | | | | | | | | | |  | | | | |  | | | | | |
| **VI. NON-HOTEL STAY ALLOWANCE @ Rs.  Per day for  Days** | | | | | | | | | | | | | |  | | | | |  | | | | | |
| **VII. GRAND TOTAL** | | | | | | | | | | | | | |  | | | | |  | | | | | |
| **ADVANCE TAKEN** | | | | | | | | | | | | | |  | | | | |  | | | | | |
| **BALANCE DUE TO / BY THE COMPANY** | | | | | | | | | | | | | |  | | | | |  | | | | | |
| **TOTAL TRAVEL EXPENSES Rs. .................................................................................................................................................**  **SIGNATURE OF THE EMPLOYEE TRAVEL CO-ORDINATOR APPROVED BY** | | | | | | | | | | | | | | | | | | | | | | | | |
| **II. LODGING :** | | | | | | | | | | | | | | | | | | | | | | | | |
| **DATE**  **FROM TO** | | | | | | **PLACE** | | | | | **HOTEL NAME** | | | | | | **BILL NO.** | | | | | | **BILL AMOUNT (Rs.)** | |
|  | | |  | | |  | | | | |  | | | | | |  | | | | | |  | |
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| **III. BOARDING :** | | | | | |  |  | | |  | | |  | | **TOTAL** | | | | | | |  |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **DATE** | | **BREAKFAST**  **Bill Ref. Amount (Rs.)** | | | | | | **LUNCH**  **Bill Ref. Amount (Rs.)** | | | | **DINNER**  **Bill Ref. Amount (Rs.)** | | | | | **TOTAL (Rs.)** | | | | **REMARKS** | | | |
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| **TOTAL** | | | | | | | | | | | | | | | | | | | | |  | | | |

(A MEMBER OF THE LALBHAI GROUP)

# TRAVEL STATEMENT



**IV CONVEYANCE :**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SL. NO.** | **DATE** | **PLACE VISITED** | | | **MODE** | | **AMOUNT**  **Rs.** | **PURPOSE OF COMMUNICATION** |
| **FROM** | | **TO** |
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| **V OTHER EXPENSES : TOTAL** | | | | | | |  |  |
|  | | | | | | | | |
| **PARTICULARS** | | | **No. OF DAYS** | | | **ENTITLEMENTS** | | **REMARKS**  **Rs. Amount (Rs.)** |
| 1. Incidentals  as per Travel Policy | | |  | | |  | | No. of days x = |
| 2. Telephone (STD Official Call Charges only) | | | Telephone No. | | | Amount (Rs.) | |  |
| 1. | | |  | | |  | |  |
| 2. | | |  | | |  | |  |
| 3. | | |  | | |  | |  |
| 4. | | |  | | |  | |  |
| 5. | | |  | | |  | |  |
| 6. | | |  | | |  | |  |
| 7. | | |  | | |  | |  |
| 8. | | |  | | |  | |  |
|  | | | Sub Total : | | |  | |  |
| Others / Expenses : | | |  | | |  | |  |
| 1. | | |  | | |  | |  |
| 2. | | |  | | |  | |  |
| 3. | | |  | | |  | |  |
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|  | | | Sub Total : | | |  | |  |
| **TOTAL** | | | | | |  | |  |

