Arvind Fashions Limited

|  |  |  |
| --- | --- | --- |
|  | **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. Incidentalsas 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. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
|  |  |  |  |
|  | Sub Total : |  |  |
| **TOTAL** |  |  |

