

Brief Checklist for Conveyance Reimbursement Documentation

Employee Information

1. Name of Employee
2. Employee ID / Department
3. Designation
4. Contact Details

Trip & Expense Details

â-jDate(s) of Travel

â-jPurpose of Visit/Travel

â-jStart and End Locations

â-jMode of Transport (e.g., Taxi, Bus, Own Vehicle)

â-jDistance Travelled (in km, if own vehicle)

â-jFare Amount Claimed

â-jSupporting Documents (Ticket/Bill/Receipt)

Signatory Checklist

â-jEmployee Signature

â-jReporting Manager's Verification

â-jAccounts/Finance Approval

Attachments

- Scanned Copies/Photos of Relevant Receipts
- Approved Tour/Travel Authorization (if applicable)

Important Notes

- Ensure all receipts are original and legible.
- Any incomplete or unsigned document may lead to rejection.
- Claims should be submitted within the specified time frame of the company's reimbursement policy.
- False claims can attract disciplinary action.
- Always retain a copy of your submission for personal record.