

Brief Checklist for Conveyance Reimbursement Documentation

Employee Information

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

Trip & Expense Details

- Date(s) of Travel
- Purpose of Visit/Travel
- Start and End Locations
- Mode of Transport (e.g., Taxi, Bus, Own Vehicle)
- Distance Travelled (in km, if own vehicle)
- Fare Amount Claimed
- Supporting Documents (Ticket/Bill/Receipt)

Signatory Checklist

- Employee Signature
- Reporting Manager's Verification
- Accounts/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.