

Conveyance Reimbursement Statement

Personal Details

Name	John Doe
Employee ID	EMP12345
Department	Sales
Designation	Senior Sales Executive
Month & Year	June 2024

Conveyance Details

Date	From	To	Purpose	Mode of Transport	Distance (km)	Amount (₹)
03-06-2024	Office	Client A	Meeting	Taxi	12	300
11-06-2024	Office	Client B	Presentation	Auto	7	150
20-06-2024	Client B	Office	Return	Taxi	7	200
25-06-2024	Office	Vendor	Supplies Pickup	Bus	5	50