

Step-by-Step Guide to Statement for Conveyance Reimbursement

Name: _____ Employee ID: _____

Department: _____ Designation: _____

Reporting Manager: _____ Period of Claim: _____

Steps to Submit Your Statement:

1. Prepare a detailed list of all conveyance expenses incurred, with original receipts where applicable.
2. Fill out the conveyance statement including the date, purpose of travel, destination, and amount spent for each claim.
3. Attach supporting documents such as tickets, fare receipts, parking slips, or toll receipts.
4. Total the claimed amount and double-check entries for accuracy and completeness.
5. Obtain approval signature from your Reporting Manager.
6. Submit the completed statement and supporting documents to the Accounts/HR department as per your organization's reimbursement process.

Sample Conveyance Reimbursement Statement Table:

Date	Purpose	From-To	Mode of Transport	Amount	Remarks
01-Jun-2024	Client Meeting	Office to Client Office	Taxi	\$25.00	--
03-Jun-2024	Site Visit	Office to Site A	Metro	\$10.00	Return fare
			Total	\$35.00	

Employee Signature: _____

Date: _____

Important Notes:

- Only genuine and work-related conveyance expenses are reimbursable.
- Claims without original receipts may be rejected or subject to additional scrutiny.
- Ensure your claim is submitted within the stipulated time frame as per company policy.
- False or inflated claims may lead to disciplinary action.
- Check current company limits for daily or per-trip conveyance claims.