

Outstation Trip Transportation Bill

Bill No: OTTB/2024/001

Date: 2024-06-15

Employee Name: John Doe

Department: Sales

Destination: Mumbai

Trip Dates: 2024-06-10 to 2024-06-13

Sl. No.	Date	From	To	Mode of Transport	Bill/Receipt No.	Amount (₹)	Remarks
1	2024-06-10	Pune	Mumbai	Train	TR65432	1,200	Shivaji Exp
2	2024-06-11	Hotel	Client Site	Taxi	TX8741	350	Local trip
3	2024-06-13	Mumbai	Pune	Bus	BS3423	800	AC Volvo

Total Amount (₹): 2,350

Employee Signature

Manager Approval

Important Notes:

- Original bills/receipts must be attached with this form.
- All claims should comply with the company's travel policy.
- Incomplete or incorrect forms may lead to reimbursement delays.
- Outstation trip charges should not include personal expenses.