

Format for Detailing Monthly Conveyance Expenses

Employee Name:

Department:

Employee ID:

Month/Year:

Date	From	To	Mode of Transport	Purpose	Amount (₹)	Remarks
Total						

Employee Signature:

Date:

Manager Approval:

Important Notes:

- All claimed expenses must be supported by valid receipts where applicable.
- Claims should be submitted within the stipulated time as per company policy.
- Purpose and remarks must be clearly mentioned for each trip.
- Falsified claims will be subject to disciplinary actions.
- Ensure all fields are accurately filled before submission.