

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.