

## Trip Expense Report

**Employee:** Mohammad Afroz

**Trip Period:** 18 Jan 2026 → 24 Jan 2026

**Status:** SUBMITTED

### DA

Date	Description	Status	Amount (₹)
18 Jan 2026	Daily Allowance	APPROVED	₹ 500.00
<b>Category Total</b>			<b>₹ 500.00</b>

### MEAL

Date	Description	Status	Amount (₹)
18 Jan 2026	Without Bill	REJECTED	₹ 500.00
<b>Category Total</b>			<b>₹ 500.00</b>

### TRAVEL

Date	Description	Status	Amount (₹)
18 Jan 2026	Train	APPROVED	₹ 1,000.00
30 Nov -0001		REJECTED	₹ 85.00
30 Nov -0001	Flight	REJECTED	₹ 35.00
<b>Category Total</b>			<b>₹ 1,120.00</b>

### HOTEL

Date	Description	Status	Amount (₹)
18 Jan 2026 → 24 Jan 2026	Hotel stay (6 nights)	REJECTED	₹ 5,000.00
<b>Category Total</b>			<b>₹ 5,000.00</b>

<b>Grand Total</b>			<b>₹ 7,120.00</b>
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