

Trip Expense Report

Employee: Mr. Raghvendra Singh

Trip Period: 25 Apr 2026 → 25 Apr 2026

Trip Description:

Meeting with vendors for Marketing team (Official Purpose)

Status: SUBMITTED

LOCAL

Date	Description	Status	Amount (₹)
25 Apr 2026	Local Travel CAR 230.00 KM	SUBMITTED	₹ 1,955.00
Category Total			₹ 1,955.00

DA

Date	Description	Status	Amount (₹)
25 Apr 2026 → 25 Apr 2026 (1 days)	Daily Allowance	SUBMITTED	₹ 400.00
Category Total			₹ 400.00

MEAL

Date	Description	Status	Amount (₹)
25 Apr 2026	WITHOUT_BILL	SUBMITTED	₹ 300.00
Category Total			₹ 300.00

Grand Total			₹ 2,655.00
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