

Trip Expense Report

Employee: Mr. Harendra Singh

Trip Period: 11 May 2026 → 15 May 2026

Trip Description:

For RS Food Visit for Tanker Quality Testing.

Status: SUBMITTED

HOTEL

Date	Description	Status	Amount (₹)
12 May 2026 → 15 May 2026	Hotel stay (3 nights)	SUBMITTED	₹ 3,600.00
Category Total			₹ 3,600.00

DA

Date	Description	Status	Amount (₹)
11 May 2026 → 15 May 2026 (5 days)	Daily Allowance	SUBMITTED	₹ 1,250.00
Category Total			₹ 1,250.00

MEAL

Date	Description	Status	Amount (₹)
11 May 2026	WITH_BILL	SUBMITTED	₹ 370.00
12 May 2026	WITH_BILL	SUBMITTED	₹ 430.00
13 May 2026	WITH_BILL	SUBMITTED	₹ 400.00
14 May 2026	WITH_BILL	SUBMITTED	₹ 400.00
15 May 2026	WITH_BILL	SUBMITTED	₹ 500.00
Category Total			₹ 2,100.00

Grand Total	₹ 6,950.00
-------------	------------