

Trip Expense Report

Employee: Mr. Harendra Singh

Trip Period: 24 May 2026 → 31 May 2026

Trip Description:

Ghee Production - Bhognipur, Kanpur Dehat

Status: SUBMITTED

HOTEL

Date	Description	Status	Amount (₹)
24 May 2026 → 31 May 2026	Hotel stay (7 nights)	SUBMITTED	₹ 8,820.00
Category Total			₹ 8,820.00

MEAL

Date	Description	Status	Amount (₹)
24 May 2026	WITH_BILL	SUBMITTED	₹ 370.00
25 May 2026	WITH_BILL	SUBMITTED	₹ 535.00
26 May 2026	WITH_BILL	SUBMITTED	₹ 569.00
27 May 2026	WITH_BILL	SUBMITTED	₹ 500.00
28 May 2026	WITH_BILL	SUBMITTED	₹ 530.00
29 May 2026	WITH_BILL	SUBMITTED	₹ 470.00
30 May 2026	WITH_BILL	SUBMITTED	₹ 590.00
31 May 2026	WITH_BILL	SUBMITTED	₹ 140.00
Category Total			₹ 3,704.00

DA

Date	Description	Status	Amount (₹)
24 May 2026 → 31 May 2026 (8 days)	Daily Allowance	SUBMITTED	₹ 2,000.00
Category Total			₹ 2,000.00

Grand Total			₹ 14,524.00
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