

Trip Expense Report

Employee: Ashish Kumar

Trip Period: 10 Nov 2025 → 14 Nov 2025

Trip Description:

Joining Benefit

Status: SUBMITTED

HOTEL

Date	Description	Status	Amount (₹)
10 Nov 2025 → 15 Nov 2025	Hotel stay (4 nights)	SUBMITTED	₹ 2,000.00
Category Total			₹ 2,000.00

MEAL

Date	Description	Status	Amount (₹)
10 Nov 2025	WITHOUT_BILL	SUBMITTED	₹ 250.00
11 Nov 2025	WITHOUT_BILL	SUBMITTED	₹ 250.00
12 Nov 2025	WITHOUT_BILL	SUBMITTED	₹ 250.00
13 Nov 2025	WITHOUT_BILL	SUBMITTED	₹ 250.00
14 Nov 2025	WITHOUT_BILL	SUBMITTED	₹ 250.00
Category Total			₹ 1,250.00

Grand Total	₹ 3,250.00
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