

Trip Expense Report

Employee: Mr. Gunjan Shukla

Trip Period: 11 Feb 2026 → 14 Feb 2026

Trip Description:

IDA Visit Delhi

Status: SUBMITTED

MEAL

Date	Description	Status	Amount (₹)
12 Feb 2026	WITH_BILL	SUBMITTED	₹ 513.00
11 Feb 2026	WITH_BILL	SUBMITTED	₹ 3,009.00
12 Feb 2026	WITH_BILL	SUBMITTED	₹ 150.00
12 Feb 2026	WITH_BILL	SUBMITTED	₹ 5,292.00
13 Feb 2026	WITH_BILL	SUBMITTED	₹ 513.00
Category Total			₹ 9,477.00

LOCAL

Date	Description	Status	Amount (₹)
13 Feb 2026	Local Travel AUTO 0.00 KM	SUBMITTED	₹ 400.00
13 Feb 2026	Local Travel AUTO 0.00 KM	SUBMITTED	₹ 419.00
13 Feb 2026	Local Travel AUTO 0.00 KM	SUBMITTED	₹ 265.00
12 Feb 2026	Local Travel AUTO 0.00 KM	SUBMITTED	₹ 280.00
Category Total			₹ 1,364.00

HOTEL

Date	Description	Status	Amount (₹)
13 Feb 2026 → 14 Feb 2026	Hotel stay (1 nights)	SUBMITTED	₹ 155.00
Category Total			₹ 155.00

DA

Date	Description	Status	Amount (₹)
11 Feb 2026 → 14 Feb 2026 (4 days)	Daily Allowance	SUBMITTED	₹ 2,000.00
Category Total			₹ 2,000.00

Grand Total	₹ 12,996.00
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