

Trip Expense Report

Employee: Md Afroz

Trip Period: 23 Feb 2026 → 26 Feb 2026

Status: APPROVED

DA

Date	Description	Status	Amount (₹)
23 Feb 2026 → 26 Feb 2026 (4 days)	Daily Allowance	APPROVED	₹ 2,400.00
23 Feb 2026 → 26 Feb 2026 (4 days)	Daily Allowance	APPROVED	₹ 2,400.00
Category Total			₹ 4,800.00

MEAL

Date	Description	Status	Amount (₹)
23 Feb 2026	WITHOUT_BILL	APPROVED	₹ 600.00
Category Total			₹ 600.00

HOTEL

Date	Description	Status	Amount (₹)
23 Feb 2026 → 26 Feb 2026	Hotel stay (3 nights)	APPROVED	₹ 0.00
Category Total			₹ 0.00

Grand Total			₹ 5,400.00
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