

Trip Expense Report

Employee: Mr. SHAILENDRA SRIVASTAVA

Trip Period: 07 Feb 2026 → 23 Feb 2026

Trip Description:

Visit to different location for official work

Status: SUBMITTED

LOCAL

Date	Description	Status	Amount (₹)
07 Feb 2026	Local Travel CAR 170.00 KM	SUBMITTED	₹ 1,445.00
12 Feb 2026	Local Travel CAR 120.00 KM	SUBMITTED	₹ 1,020.00
18 Feb 2026	Local Travel CAR 480.00 KM	SUBMITTED	₹ 4,080.00
Category Total			₹ 6,545.00

DA

Date	Description	Status	Amount (₹)
07 Feb 2026 → 07 Feb 2026 (1 days)	Daily Allowance	SUBMITTED	₹ 400.00
12 Feb 2026 → 12 Feb 2026 (1 days)	Daily Allowance	SUBMITTED	₹ 400.00
Category Total			₹ 800.00

MEAL

Date	Description	Status	Amount (₹)
07 Feb 2026	WITHOUT_BILL	SUBMITTED	₹ 300.00
12 Feb 2026	WITHOUT_BILL	SUBMITTED	₹ 300.00
18 Feb 2026	WITHOUT_BILL	SUBMITTED	₹ 300.00
Category Total			₹ 900.00

Grand Total			₹ 8,245.00
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