

Statement of Outstation Tour Expenses – M/S Benz Packaging

Employee Name: **Pulak Biswas** Designation: **BD**
 Tour From: **9/3/2026** Tour To: **12/3/2026**
 Purpose of
 Tour: **Customer Visit Kanpur** Total Days: **3**

Date	Place	Travel Expense	Lodging Expense	Food Expense	Local Conveyance	Other Expenses	Total (₹)	
3/9/2026	Kanpur	₹ 1,900.00	₹ -	₹ 425.00	₹ -	₹ 90.00	₹ 2,415.00	
3/10/2026	Kanpur	₹ -	₹ 6,199.00	₹ 1,247.00	₹ 300.00	₹ 75.00	₹ 7,821.00	
3/11/2026	Kanpur	₹ 1,900.00	₹ -	₹ 1,566.00	₹ 245.00	₹ 47.00	₹ 3,758.00	
3/12/2026	Kanpur	₹ -	₹ -	₹ -	₹ -	₹ 56.00	₹ 56.00	
Grand Total							₹ 14,050.00	
							Advance	₹ 15,000.00
							Balance	₹ 950.00

Employee Signature:

Approved By: