

## Statement of Outstation Tour Expenses – M/S Benz Packaging

Employee Name: Pulak Biswas      Designation: BD  
 Tour From: 28/3/2026      Tour To: 8/4/2026  
 Purpose of Tour: Kolkata      Total Days: 11

Date	Place	Travel Expense	Lodging Expense	Food Expense	Local Conveyance	Other Expenses	Total (₹)
3/28/2026	Kolkata	₹ 4,295.40	₹ -	₹ -	₹ 1,800.00	₹ -	₹ 6,095.40
3/29/2026	Kolkata	₹ -	₹ -	₹ 1,742.00	₹ 540.00	₹ -	₹ 2,282.00
3/30/2026	Kolkata	₹ -	₹ -	₹ -	₹ 430.00	₹ 650.00	₹ 1,080.00
3/31/2026	Kolkata	₹ -	₹ -	₹ -	₹ 350.00	₹ 150.00	₹ 500.00
4/1/2026	Kolkata	₹ -	₹ -	₹ 458.00	₹ 2,500.00	₹ -	₹ 2,958.00
4/2/2026	Kolkata	₹ -	₹ -	₹ -	₹ 2,500.00	₹ 529.00	₹ 3,029.00
4/3/2026	Kolkata	₹ -	₹ -	₹ 1,140.00	₹ 878.00	₹ 250.00	₹ 2,268.00
4/4/2026	Kolkata	₹ -	₹ -	₹ -	₹ 965.00	₹ 431.00	₹ 1,396.00
4/5/2026	Kolkata	₹ -	₹ -	₹ -	₹ 554.00	₹ -	₹ 554.00
4/6/2026	Kolkata	₹ -	₹ -	₹ 724.00	₹ 669.00	₹ -	₹ 1,393.00
4/7/2026	Kolkata	₹ -	₹ -	₹ 821.00	₹ 524.00	₹ 130.00	₹ 1,475.00
4/8/2026	Kolkata	₹ -	₹ -	₹ -	₹ 2,020.00	₹ 550.00	₹ 2,570.00
4/27/2026	Secunderabad (Grater Noida)	₹ -	₹ -	₹ 629.00	₹ -	₹ -	₹ 629.00
<b>Grand Total</b>							₹ 26,229.40
Advance							₹ 30,000.00
Balance							₹ 3,770.60

Employee Signature: \_\_\_\_\_

Approved By: \_\_\_\_\_