

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

Employee Name: Pulak Biswas      Designation: BD  
 Tour From: 17-5-26      Tour To: 26-5-26  
 Purpose of: Exhibition, Customer  
 Tour: Visit      Total Days: 9

Date		Place	Travel Mode	Lodging Expense	Food Expense	Local Conveyance	Other Expenses	Total (₹)
5/5/2026		Rohotak			₹ 158.00			₹ 158.00
7/5/2026		Bhiwadi			₹ 492.00			₹ 492.00
15-5-26		Alwar			₹ 470.00			₹ 470.00
17-5-26	Sunday	Vadodra	Train	₹ 10,220.00	₹ 835.00	₹ 2,300.00	₹ 260.00	₹ 22,940.00
18-5-26	Monday	Vadodra	taxi		₹ 880.00	₹ 3,250.00	₹ 110.00	
19-5-26	Tuesday	Ahmadabad	Bus+Taxi		₹ 950.00	₹ 3,885.00	₹ 250.00	
20-5-26	Wednesday	vapi	Train+auto	₹ 14,310.00	₹ 635.00	₹ 2,275.00	₹ 680.00	₹ 17,900.00
21-5-26	Thursday				₹ 530.00	₹ 459.00	₹ 250.00	₹ 1,239.00
22-5-26	Friday				₹ 300.00	₹ -	₹ 300.00	₹ 600.00
23-5-26	Saturday				₹ 618.00	₹ -	₹ 150.00	₹ 768.00
24-5-26	Sunday	Indore	Auto	₹ 2,885.00	₹ 919.00	₹ -	₹ 350.00	₹ 4,154.00
25-5-26	Monday				₹ 734.00	₹ -	₹ 350.00	₹ 1,084.00
26-5-26	Tuesday		Taxi			₹ 1,900.00		₹ 1,900.00
27-05-26		Noida			₹ 240.00			₹ 240.00
<b>Grand Total</b>								₹ 51,945.00
Advance								₹ 45,000.00
Balance								₹ -6,945.00

Employee Signature:

Approved By: