

INSTITUTE OF ENGINEERING AND MANAGEMENT

Gaurahari Vihar, Raniput, Jeypore, Dist: Koraput, Odisha – 764005

TOUR REPORT

Staff 1: _____

Staff 2: _____ -

Staff 3: _____

Staff 4: _____

No.	Particulars	Details	
1.	Place		
2.	Work		
3.	Dates		

Long Distance Travel - Detailed Statement				
1.				
2.				
3.				
4.				
5.				
	Total -			

Short Distance - Taxi/Auto - Detailed Statement				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
	Total -			

Miscellaneous - Detailed Statement		
1.		
2.		
3.		
4.		
5.		
	Total -	

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TOUR REPORT

TOTAL EXPENDITURE STATEMENT			
No.	Particulars		Amount
1.	Travel -		
2.	Lodge -		
3.	DA -		
4.	Misc -		
	Total -		

Signature of Claimant

Total Expenditure	
Advance Received	
Amount to Refund	
Amount to Receive	

Verified:

<u>PRINCIPAL</u>	<u>A/O</u>	<u>A/C SECTION</u>

Extra Amount Received / Refunded: _____

Signature of Claimant