

TO BE APPLIED IN HRMS MODULE ONLY

From

Name :
Emp. ID :
Designation :
Branch :

To:

The Chief Manager,
HR Department, Zone.

Through
The Branch Manager,
..... Branch,
..... Zone.

Dear Sir/Madam,

Sub: Reimbursement of Travelling Expenses and Halting Allowances

With refer to the captioned subject, I have incurred the following expenses towards the Kindly reimburse and credit it to my Salary SB/OD Account No.

Sl. No	Date & Time of departure and Arrival	From	To	Mode of travel and Distance covered	Expenses Incurred
Halting Allowance for ___ Days					
Total					

Thanks & Regards,

Place:

Date:

(.....)

Encl: Travel ticket Proofs

For Branch Use

Recommended by Branch Manager

.....

Signature

Name :
Emp. ID :
Branch Seal :