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# Duos Brain Management Support Services Private Limited<sup>TM</sup>

Promises Made...Promises Kept

Corporate Office : A 40 Pochanpur Extn, Gali No-1, Near Sector-23 Dwarka New Delhi-110077

Mob- +91 9810124655, 9810220105

Email : dbmssindia@yahoo.com    www.dbmss.in

## EXPENSE VOUCHER

**Employee Name and Code :****Expense for Duration :**

Sl No	Date	Expenditure Detail	Amount
1		Conveyance form Office to _____ to _____ one/both way by Auto/Bus/metro/bike with material. Meter reading from _____ to _____ = Total Km _____ x @2.50 per km	
2		Conveyance form Office to _____ to _____ one/both way by Auto/Bus/metro/bike with material. Meter reading from _____ to _____ = Total Km _____ x @2.50 per km	
3		Conveyance form Office to _____ to _____ one/both way by Auto/Bus/metro/bike with material. Meter reading from _____ to _____ = Total Km _____ x @2.50 per km	
4		Conveyance form Office to _____ to _____ one/both way by Auto/Bus/metro/bike with material. Meter reading from _____ to _____ = Total Km _____ x @2.50 per km	
5		Conveyance form Office to _____ to _____ one/both way by Auto/Bus/metro/bike with material. Meter reading from _____ to _____ = Total Km _____ x @2.50 per km	
6		Conveyance form Office to _____ to _____ one/both way by Auto/Bus/metro/bike with material. Meter reading from _____ to _____ = Total Km _____ x @2.50 per km	
7		Conveyance form Office to _____ to _____ one/both way by Auto/Bus/metro/bike with material. Meter reading from _____ to _____ = Total Km _____ x @2.50 per km	
8		Conveyance form Office to _____ to _____ one/both way by Auto/Bus/metro/bike with material. Meter reading from _____ to _____ = Total Km _____ x @2.50 per km	
9		Conveyance form Office to _____ to _____ one/both way by Auto/Bus/metro/bike with material. Meter reading from _____ to _____ = Total Km _____ x @2.50 per km	
10		Conveyance form Office to _____ to _____ one/both way by Auto/Bus/metro/bike with material. Meter reading from _____ to _____ = Total Km _____ x @2.50 per km	
11		Conveyance form Office to _____ to _____ one/both way by Auto/Bus/metro/bike with material. Meter reading from _____ to _____ = Total Km _____ x @2.50 per km	
12		Conveyance form Office to _____ to _____ one/both way by Auto/Bus/metro/bike with material. Meter reading from _____ to _____ = Total Km _____ x @2.50 per km	
13		Conveyance form Office to _____ to _____ one/both way by Auto/Bus/metro/bike with material. Meter reading from _____ to _____ = Total Km _____ x @2.50 per km	
27		Filling of Petrol on _____ for Rs. _____ , on _____ for Rs. _____ , on _____ for Rs. _____ on _____ for Rs. _____ , on _____ for Rs. _____ , on _____ for Rs. _____ on _____ for Rs. _____ , on _____ for Rs. _____ , on _____ for Rs. _____ [Original Petrol refilling bill must attach]	
28		Food expense from _____ to _____ = Total _____ days x @ _____ ph/pd/pm for _____ employees	
29		Food expense in travel from _____ to _____ = _____ days x @ _____ per head/per day for _____ employees	
30		Food expense in travel from _____ to _____ = _____ days x @ _____ per head/per day for _____ employees	
31		Hotel stay from _____ to _____ = _____ days x @ _____ per day/per room for _____ room(s) [Bill in the name of Company must attach]	
32		Fare by Bus/Train from _____ to _____ for _____ person x @ _____ ph Total Ticket -	
33		Fare by Bus/Train from _____ to _____ for _____ person x @ _____ ph Total Ticket - [Original Bus or Train ticket must attach]	
34		Purchase of material/Stationery item on _____ Amount _____ , on _____ Amount _____ , on _____ Amount _____ , on _____ Amount _____ , on _____ Amount _____ . for the month _____ [Original bill/Hand bill/Cash Memo in the name of company must attach]	
35		Repair of _____ [Original bill/Hand bill/Cash Memo in the name of company must attach]	
36		Transporting charge of _____ from _____ to _____ by Auto/Mini truck/Mini tempo [Original bill/Hand bill/Cash voucher in the name of company must attach]	
37		Police Verification/Medical expense for _____ person x @ _____ [Copy of Certificate must attach]	
38		Advance to _____ employees [As per attached cash receipt]	
39		Misc expense _____ [As per attached Bill/Receipt/Cash Memo]	
		<b>Total Expense</b> _____ <b>Advance received</b> _____ <b>Balance Payable / Receivable</b> _____	