



IPS Group of Colleges

P.O. IPS College, Shiyपुरi Link Road Gwalior-474001

TRAVELLING EXPENDITURE STATEMENT

Name of staff Designation College/ Dept.

Date	Departure Time	From	To	Arrival Time	Purpose	Mode of Transport	Fare	Daily Allowances	Total	Remarks (if any)
Total Amount in words										

(Note: All traveling bills must be accompanied by the tour program slips approved by the appropriate authority.)

Scrutinized by Date

Approved by Date

Signature of Staff
Date