# Out sourced Employees- Tour Expense for KVC CONSULTANTS LTD

**Tour Expense Report**

**Name** **Department** **Location**

| Travel Details | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Place(s) | Date | | Destination | | Time | | Purpose of Visit | Public Transport (Train/Bu | Hotel (Lodging) | DA | | Miscellaneous expanses | Total |
| Visited | From | To | From | To | From | To | | | | No. of Day | Amount | | |
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