



I - LINK SOFTWARE PRIVATE LIMITED

Monthly / Weekly Expense Report
For the Period- From : To :

Employee Name:

Table with 8 columns and 13 rows. Rows include: Date, Staff Welfare, Conveyance, Office Expenses, Printing & Stationery, Telephone charges, Postage, Books & Periodicals, Consumables, Others, and Total.

Opening Balance
Advance received
Amt. Owed to Company
Amt. Owed to Employee

I declare that the information given in this expense report is true to the best of my knowledge and appropriate vouchers / bills in support of my expenses are attached to this report.
Employee Signature Date:

Accounting Approval
Manager Approval

