

Travel Expense

Travel Expense

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📁 Approved
Total : **10**

📁 Pending
Total : **8**

📁 Submitted
Total : **0**

#	Employee	Purpose	Place of Travel	Date of Travel	Mode of Travel	Travel Advance	Transportation	Accommodation
1	Vinay Kumar - TP12152	Hyderabad meeting	Delhi - Hyderabad	10-04-2025 - 13-04-2025	Air Economy/ Business Class	10000.00		
2	Manish Sagar - TPMAN12	meeting	delhi - pune	29-03-2025 - 31-03-2025	Rail 1AC/ 2AC/ 3AC/ Sleeper Class	5000.00	Self	Self
3	Sanjib Kar - TP378	FEB TEST	T - BV	01-02-2025 - 22-02-2025	Air Economy/ Business Class	43.00		
4	Jogindra singh - TP669	Training	Delhi - Rudrapur	17-02-2025 - 17-02-2025	Rail 1AC/ 2AC/ 3AC/ Sleeper Class	3000.00		

This section allows you to manage and track employees' travel expense submissions.

- At the top, it displays the number of approved, pending, and submitted travel expense requests.
- You also get a filter icon that lets you filter entries based on from and to date, status (Pending, Approved, Rejected), organisation unit, department, and designation.
- The table provides a detailed overview of employee travel expenses, including employee name, purpose, place of travel, travel date, mode of travel, travel advance (if taken earlier in travel request section), and details of transportation and accommodation (if self-paid).
- It also shows the created date, expense status, and any supporting documents uploaded by the employee - whether for reimbursement claims or as proof against a travel advance.
- In the Action column, you'll find a comments icon to view notes and a three-dot options icon where you can either approve or reject the request.
- If you approve the expense, you'll be required to enter the approved amount and add remarks.
- If you reject it, you'll still need to provide remarks for rejection.
- Once submitted, the employee will be notified instantly through the TankhaPay mobile app.

Revision #2

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