Expense Statement Format

Rural Institute for career and employment Society

Date _____ File No._____

To

The Director

Rural Institute for career and employment Society Raigarh Chhattisgarh 496001

Subject:- Regarding the details of the expenses incurred by me,

Dear, Sir

Sir, I request that the details of the expenses incurred by me are given below, whose details and all the slips have been attached, please approve and give me to my bank account.

Sl. no.	Particular Details	Amount
	Total	

Note- Letter sends this Email id – hr@riceedu.org

Applicant

Name-_____

Designation _____

Employee Id_____

Contact_____

Ac. No._____

Ifsc Code_____

Bank Name_____

Ac. Holder Name_____