



Annex 2

Invoice for claiming professional charges and local travel expense

Ref:

Date:

I. Auditor Details

Name of Sub contractor:

Mobile:

Registration Number:

Email:

I. Audit Details

Audit Memo Ref No.:

Auditee (with address):

Application/Lic No.:

Management System Audited:

Type of Audit	Dates of Audit	Report Submitted (Yes/No)	Role in the Audit	No. of Mandays Claimed	Total Honorarium (Rs.4000/- per manday for Auditor/Expert @Rs.5000/- per manday for Team Leader)