

## Travel Expenses Reimbursement Form

Employee Name

DWARAKANATHAN S

Employee ID

AMD0000

Employee Position

MANAGING DIRECTOR

Division

ALAMELU AMMAL - OFFSET

Expense From date

22-10-25

Expense To date

23-10-25

Travel purpose

Bangalore Trip

ENo

TRA/0157

Destination

BANGALORE

Date	Description	Transport	Hotel	Meals	Misc.	Total
22-10-25	Bangalore Trip	17585.000	6084.000	.000	.000	23669.000

I certify that these expenses were incurred in accordance with Gainup group travel expenses policy guidelines and that they represent prudent, reasonable and necessary expenses.

Subtotal: 23669.000

Advance Payment:

\* Don't forget to attach bills/receipts

Total Reimbursement: 23669.000

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Approval Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Approval Name

Designation

**Note:**

1. Public Transport: Ticket should be affixed.
2. On duty approved sheet is must and to be submitted along with claim bill.