

Without Bill

2/11/25 - Auto (Home to Busstop) = 150 -

- Dinner = 80 -

- Auto (Trichy to Airport) = 270 ✓

3/11/25 - Bus Lakage = 150 ✓

3/11/25 - Box Safety Cover = 300 ✓

- CAR (Airport to Haryana) = 1000 /

- CAR (Haryana to Delhi)
Hotel } = 800 ✓

- Madurai to DCR
Lunch } = 80

2380

4/11/25 - Auto (Bustad to Home) = 200

Total = 3080

~~2380~~
05/11/25

TRAVEL PLAN ENTRY
TRD 10114

Travel Expenses Reimbursement Form

Employee Name:
Employee ID:
Employee Position:
Division:

MANIKANDAN MANIKALAI
GGA0944
OTHERS STAFFS
Garments

Expense Period

From	To
03/11/2025	04/11/2025

Travel purpose

LIDL Style #493458 – Testing sample submitted via hand carry

Date	Description	Transport	Hotel	Meals	GST	Total
03/11/2025 & 04/11/2025	Flight Ticket and Hotel Booking	\$17,390.00	\$2,360.00		\$180.00	₹ 19,930.00
31/10/2025	Booking charge	\$1,000.00				₹ 1,000.00
02/11/2025	Bus&Auto (Dgl to Trichy)	\$804.16		\$80.00		₹ 884.16
02/11/2025	Auto (Trichy to Airport) - Gpay	\$270.00				₹ 270.00
03/11/2025	Bus lakage (VKV Travel) - Gpay	\$150.00				₹ 150.00
03/11/2025	Box safety cover (SPIFFY CLEAN) - Gpay	\$300.00				₹ 300.00
03/11/2025	CAR Airport to Haryana(Gurguram) - Cash	\$1,000.00				₹ 1,000.00
03/11/2025	Gurguram to Delhi Hotel	\$800.00		\$404.25		₹ 1,204.25
04/11/2025	Madurai to DGL	\$284.00		\$80.00		₹ 364.00
	Total:	\$21,998.16	\$2,360.00	\$564.25	\$180.00	\$25,102.41
					Subtotal:	₹ 25,102.41

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.

Advance Payment:

Total Reimbursement: ₹ 25,102.41

Employee Signature:

Date: 01/11/2025

*Don't forget to attach bills/receipts

Approval Signature:

Date: _____

Approval Name:

Payment NEFT

Designation: _____

Note:

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