

Travel Expenses Reimbursement Form

Employee Name: RAMPRASATH E
Employee ID: GRAO200
Employee Position: OTHERS STAFFS
Division: Woven

Expense Period	
From	To
04/04/2026	22/04/2026

Travel purpose: Going to madurai canara bank sanction related work

Date	Description	Transport	Hotel	Tea and Snacks	Others	Total
04/04/2026	Bank work cash deposit		70.00			70.00
10/04/2026	bank work salary purpose and board resolution purpose	350.00	150.00	70.00		570.00
22/04/2026	bank work madurai branch & bank staff visiting purpose in our factory	350.00	200.00	70.00		620.00

Subtotal: 1260.00

Advance Payment:

Total Reimbursement: 1260.00

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.

Employee Signature: _____ Date: 02/05/2026

Approval Signature: _____ Date: 02/05/2026

Approval Name: Ramasamy Designation: vp

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