

Travel Expenses Reimbursement Form

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

Expense Period	
From	To
24/04/2026	27/05/2026

Travel purpose: Bank work DINDUGAL bank statement purpose

Date	Description	Transport	Hotel	Meals	Misc.	Total
24/04/2026	bank work for Ortt payment purpose	350.00	100.00			₹ 450.00
25/05/2026	bank work from madurai loan purpose		400.00	\$150.00		₹ 550.00
26/05/2026	bank work from madurai loan purpose	350.00	300.00	\$50.00		₹ 700.00
27/05/2026	bank work from madurai salary & loan purpose	350.00	300.00	\$150.00		₹ 800.00

Total: \$1,050.00 1,100.00 \$350.00

Subtotal: ₹ 2,500.00

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

Advance Payment: _____
Total Reimbursement: ₹ 2,500.00

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