

Travel Expenses Reimbursement Form

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

Expense Period

From	To
08/05/2026	16/05/2026

Travel purpose: Bank work DINDUGAL bank statement purpose

Date	Description	Transport	Hotel	Meals	Misc.	Total
08/05/2026	Bank work madurai ortt payment related work	350.00	250.00			₹ 600.00
16/05/2026	New agm inviting and gift and gui workers wages		450.00	\$100.00		₹ 550.00
Total:		\$350.00	700.00	\$100.00		

Subtotal: ₹ 1,150.00

Advance Payment: _____

Total Reimbursement: ₹ 1,150.00

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: 23/05/2026

*Don't forget to attach bills/receipts

Approval Signature: _____

Date: 23/05/2026

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