

# Travel Expenses Reimbursement Form

Employee Name: RAMPRASATH E  
Employee ID: \_\_\_\_\_  
Employee Position: OTHERS STAFFS  
Division: Woven

Expense Period	
From	To
28/05/2026	29/05/2026

Travel purpose: Bank work DINDUGAL bank statement purpose

Date	Description	Transport	Hotel	Meals	Misc.	Total
28/05/2026	bank document signature work	100.00	50.00			₹ 150.00
29/05/2026	bank work from documentation		500.00	\$200.00		₹ 700.00

Total: \$100.00 550.00 \$200.00

Subtotal: ₹ 850.00

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.

Advance Payment: \_\_\_\_\_  
Total Reimbursement: ₹ 850.00

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