

# Travel Expenses Reimbursement Form

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

Expense Period	
From	To
01/06/2026	01/06/2026

Travel purpose: Bank work DINDUGAL bank statement purpose

Date	Description	Transport	Hotel	Meals	Misc.	Total
01/06/2026	Bank work canara bank loan credit in our gutl cc account	350.00	350.00		\$50.00	₹ 750.00

Total: \$350.00 350.00 \$50.00 Subtotal: ₹ 750.00

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: ₹ 750.00

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