

# Travel Expenses Reimbursement Form

|                    |                 |
|--------------------|-----------------|
| Employee Name:     | ARUNAGIRIRAJA.S |
| Employee ID:       | GGA0852         |
| Employee Position: | AGM & MANAGERS  |
| Division:          | Garments        |

Expense Period

|            |            |
|------------|------------|
| From       | To         |
| 07/11/2025 | 07/11/2025 |

Travel purpose

GST REFUND WORK IN CENTRAL EXCISE DGL & BRANCH INCLUSION WORK

Total:

632.00

500.00

200.00

Subtotal: ₹ 1,332.00

### Advance Payment:

Total Reimbursement: ₹ 1,332.00

Employee Signature:

Date: 10/11/2025

\*Don't forget to attach bills/receipts

Approval Signature:

Date: 10/11/2025

Approval Name: RAMASAMY.S

Designation: VICE PRESIDENT

Note: 1. Public Transport Tickets should be sufficient.

**Note:**

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