

Travel Expenses Reimbursement Form

Employee Name	Employee ID	Employee Position
THULASI SEKAR	GKA0506	SENIOR PRODUCT EXECUTIVE-ERP

Division	Expense From date	Expense To date
GAINUP - SOCKS - I	08-11-25	08-11-25

Travel purpose

Test

Date	Description	Transport	Hotel	Meals	Misc.	Total
08-11-25	test from erp	100.000	.000	600.000	100.000	800.000

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.

Subtotal: 800.000

Advance Payment:

* Don't forget to attach bills/receipts

Total Reimbursement: 800.000

Employee Signature	_____	Date	_____
--------------------	-------	------	-------

Approval Signature	_____	Date	_____
--------------------	-------	------	-------

Approval Name DWARAKANATHAN S

Designation MANAGING DIRECTOR

Note:

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