Travel Expenses Reimbursement Form

Employee Name: KUMARESH KANNA
Employee ID: GKA 0420
Employee Position: CGM, GM, DGM
Division: Socks

Expense Period

From	To
05/08/2025	07/08/2025

Travel purpose: DAISO / SWISS INTL - CUSTOMER MEET DELHI & BANGALORE

Date	Description	Transport	Hotel	Meals	Misc.	Total
06/08/2025	FACTORY TO TIRUPUR - COIMBATORE			$180.00		₹ 180.00
06/08/2025	INTL INN DELHI		$3,000.00			₹ 3,000.00
07/08/2025	LIKITH INTL -BLR		$1,350.00			₹ 1,350.00
	FOOD & BEVERAGES			$968.50	$450.00	₹ 1,418.50
	TAXI	$1,205.00				₹ 1,205.00
	BANGALORE BUS	$290.00				₹ 290.00
	SOCKS SAMPLES UNIQLO				$1,080.00	₹ 1,080.00
	BANGALORE TO BTL BUS	$725.00				₹ 725.00
	FLIGHT TICKET	$15,446.00				₹ 15,446.00
	AUTO	$200.00				₹ 200.00
	Total:	$17,866.00	$4,350.00	$1,148.50	$1,530.00	

Subtotal: ₹ 24,894.50
Advance Payment: ₹ 20,000.00
Total Reimbursement: ₹ 4,894.50

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.

Employee Signature: GKK Date: 25/9

*Don't forget to attach bills/receipts

Approval Signature: Date:

Approval Name: MD Designation: MD

Note:

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

HOTEL LIKHITH INTERNATIONAL

#27, 6TH CROSS, GANDHINAGAR, BENGALURU-560009
Email : likhithinternational54@gmail.com
Web : hotellikhithinternational.com
Phone :080-41603000,41603001

GSTIN : 29ADBPS8831M1ZU

Tax Invoice

GUEST DETAILS KUMARESH KANNA DINDIGUL	ROOM : DLX SGL-NAC 011 PAX : 1 MOBILE : DAYS : 1	CHECK IN -DATE 07/08/2025 03:34:32.0(	CHECK OUT -DATE 07/08/2025 18:18:37.(
DINDIGUL EAST S.O 624003 GSTIN:	MALE : 0 FEMALE: 0 CHILD : 0	GST INVOICE NO. FOM2906	

Date	Room No	Rcpt No/Pax	HSN CODE	Particualr's	Debits	Credits
07/08/2025	011	1	996311	TARIFF ON EP	1205.36	0.00
07/08/2025	011			CGST6%	72.32	0.00
07/08/2025	011			SGST6%	72.32	0.00
07/08/2025	011	A1622		CASH ADVANCES	0.00	1500.00

I agree that I am liable for the full payment of this bill.
I have collected my luggage/Articles from hotel premises at the time checkout.

Rupees:NEGATIVE ONE HUNDRED FIFTY

Total :-	1350.00	1500.00
Gross Amt :-		(150.00)
Round Off:-		0.00
Net Amt :-		-150.00

(Guest Signature)

layout, Koramangala, Hosur road, Bengaluru, Karnataka, 560095

Please Note: 1) Insurance Service is not provided by ANI Technologies Private Limited. Invoice for the insurance fee collected for the ride will be

TAX Invoice

International Inn

GSTIN No : 07AAAFI7629D1ZJ, Pan No-AAAFI7629D, UDYAM-DL-08-0080731

A-78 National Highway No -08, New Delhi, Delhi, 110037, India
Phone: 011-26784665-66;E-mail: infoinn@stargroupofhotels.in; URL: http://www.stargroupofhotels.in/

lio No.	: 4447	**G.R. Card No**	: 3133
voice No	: 2980	**Date of Invoice**	: 06/08/2025 12:52:25 PM
uest Name	: Mr. KUMARESH KANNA	**Room**	: Compact Room / 211
ill To	: Mr. KUMARESH KANNA	**No of Person**	: 1 (A) / 0 (C)
ill To Address	:	**Rate Type**	: Continental Plan
tate	:	**No of Nights**	: 0
Bill To GSTIN No	:	**Date of Arrival**	: 06/08/2025 02:46:00 AM
Source	: WALKING	**Date of Departure**	: 06/08/2025 12:52:25 PM
Source Of Supply	: New Delhi		

Sr No	Particular	HSN/SAC	Qty	Rate	Total	Discount	Taxable	SGST	CGST	IGST	CESS
1	Room Charges	996311	1	2,678.58	2,678.58	0.00	2,678.58	160.71 6.00 %	160.71 6.00 %	0.00 0.00 %	0.00
				Total	**2,678.58**	**0.00**	**2,678.58**	**160.71**	**160.71**	**0.00**	**0.00**

Total Payable Amount

Three thousand

Payment Date	Description	Amount
06/08/2025	Cash - 1626	3,000.00
	Total	**3,000.00**

Total Charges(Rs) :	2,678.58
Total Discount(Rs) :	0.00
Total SGST(Rs) :	160.71
Total CGST(Rs) :	160.71
Total IGST(Rs) :	0.00
Total Other Tax(Rs) :	0.00
Total Balance Transfer(Rs) :	0.00
Total(Rs) :	3,000.00
Flat Discount(Rs) :	0.00
Adjustment(Rs) :	0.00
Total Payable(Rs) :	3,000.00
Total Payment(Rs) :	3,000.00
Balance(Rs) :	0.00

Remark :

This Folio is in : **Rs**
Reception (C/I) : **abhays**
Cashier (C/O) : **abhays**
Date : **06/08/2025 12:52:27 PM**
Page : **Page 1 of**

Folio NOTICE
Folio NOTICE

(Guest Signature)

Please Note: 1) Insurance Service is not provided by ANI Technologies Private Limited. Invoice for the insurance fee collected for the ride will be

06 Aug, 2025

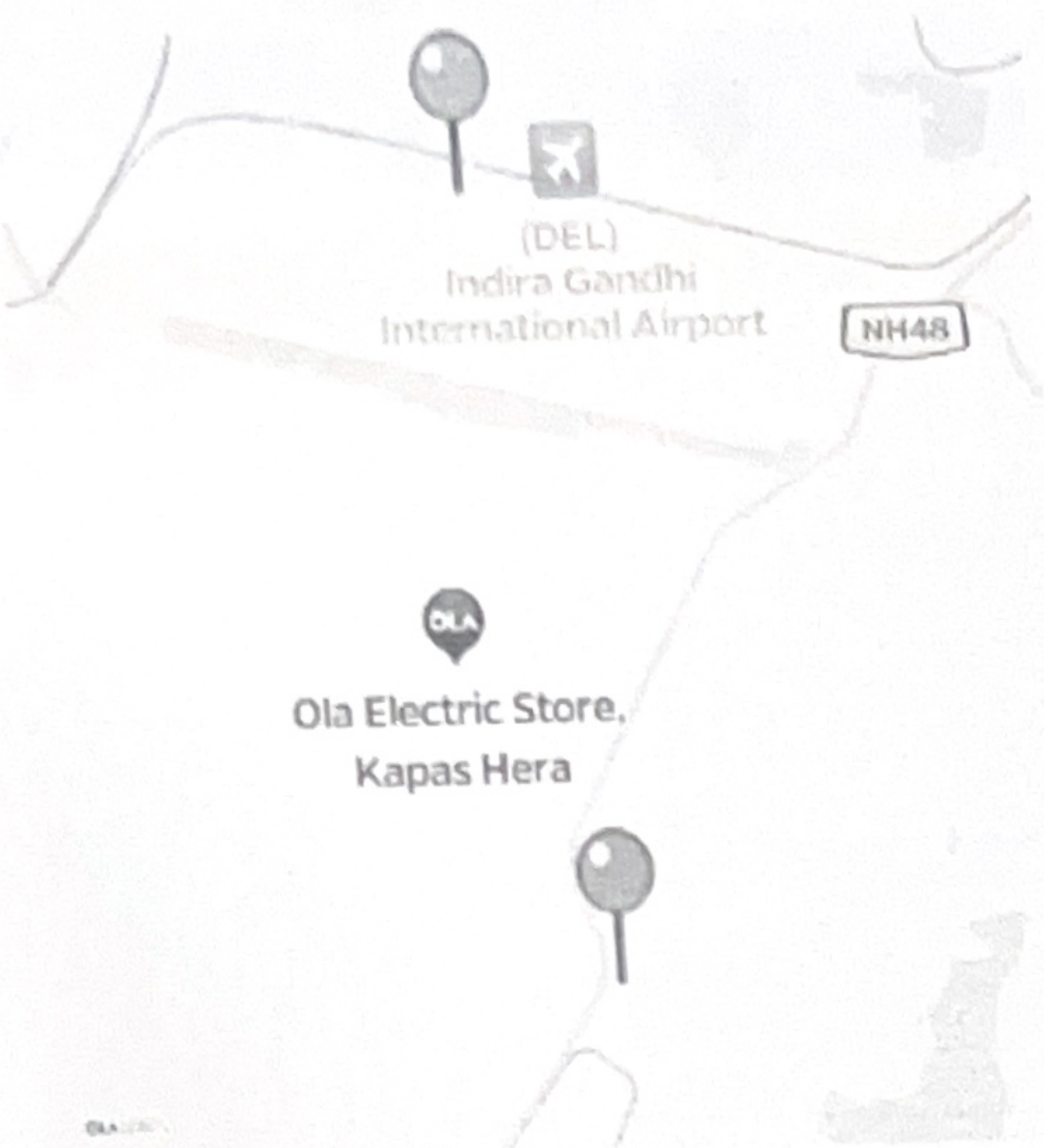
OLA

₹479

CRN9637445595

Thanks for travelling with us, Kumaresh Kanna

Ride Details



Mohd
Ishraq

13.3 km 45 min

Prime Sedan - White Tour S Petrol

06:11 PM • The Leela Ambience Pickup Point, The Leela Ambience

06:47 PM • Reliance LifeStyle Holdings Ltd, Unit No. 28, Terminal 1D, Domestic Departure Security Hold Area, Indira Gandhi International Airport, New Delhi, Delhi, 110037, India

Bill Details

Your Trip	₹379.2
OlaCoin Discount	-₹3.99
Delhi MCD	₹100
Total Bill (rounded)	**₹475**
Includes ₹22.82 Taxes	
Insurance premium	₹3
OLA Foundation	₹1
Total Payable	**₹479**

Have queries? Visit support for this ride.

We've fulfilled our promise to take you to destination for pre-agreed Total Fare. Modifying the drop/route can change this fare.

Payment

Paid by Cash ₹479

In case of any complaint/grievance against this invoice, write to us at

Grievance officer, ANI Technologies Private Limited, Ola Campus, Prestige RMZ star tech, C wing, Koramangala Industrial layout, Koramangala, Hosur road, Bengaluru, Karnataka, 560095

Please Note 1) Insurance Service is not provided by ANI Technologies Private Limited. Invoice for the insurance fee collected for the ride will be

06 Aug, 2025

OLA

₹326

CRN9636734277

Thanks for travelling with us, Kumaresh Kanna

Ride Details

Ashish Kumar
NA

11.4 km 24 min

Prime Plus - White Xcent

01:52 PM • Hotel Delhi 37 pickup, Hotel Delhi 37

02:10 PM • DP Shop, 1, Mehrauli-Gurgaon Rd, Sushant Lok Phase I, Sector 17, Gurugram, Haryana, 122002, India

Bill Details

Your Trip	₹221.65
Haryana State Tax	₹100
Total Bill (rounded)	**₹322**
Includes ₹15.32 Taxes	
Insurance premium	₹3
OLA Foundation	₹1
Total Payable	**₹326**

Have queries? Visit support for this ride.

We've fulfilled our promise to take you to destination for pre-agreed Total Fare. Modifying the drop/route can change this fare.

Payment

Paid by UPI QR Code	₹326

In case of any complaint/grievance against this invoice, write to us at

Grievance officer, ANI Technologies Private Limited, Ola Campus, Prestige RMZ star tech, C wing, Koramangala Industrial layout, Koramangala, Hosur road, Bengaluru, Karnataka, 560095

Please Note: 1) Insurance Service is not provided by ANI Technologies Private Limited. Invoice for the insurance fee collected for the ride will be raised by the respective Insurance company. 2) The Donation is being collect by ACF (Tata Trusts) . ANI is only facilitating this transaction. ACF