Travel Expenses Reimbursement Form

Employee Name:	KUMARESHKANNA
Employee ID:	GKA0420
Employee Position:	CGM, GM, DGM
Division:	Socks

Expense Period

From	To
25/08/2025	27/08/2025

Travel purpose: DAISO/ BEEKAY - CUSTOMER MEET IN DELHI

Date	Description	Transport	Hotel	Meals	Misc.	Total
25/08/2025	INTL INN DELHI		$5,000.00			₹ 5,000.00
TO	BEVERAGES				$250.00	₹ 250.00
27/08/2025	FOOD			$1,800.00		₹ 1,800.00
	TAXI	$2,989.00				₹ 2,989.00
	AUTO	$600.00				₹ 600.00
	FLIGHT TICKET -REBOOKING CANCELATIONS CHARGES	$22,816.00				₹ 22,816.00
	Total:	$26,405.00	$5,000.00	$1,800.00	$250.00	

Subtotal:	₹ 33,455.00
Advance Payment:	₹ 20,000.00
Total Reimbursement:	₹ 13,455.00

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.

Employee Signature: gkk Date: 27/9 *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

0160

306

TAX INVOICE

{MINT RESTAURANT}

OAD NO.4 MAHIPALPUR NEW DELHI 37}

{PH: +91-11-26782411}

{GST: 07DOPPS3753Q1ZT}

: REC-3839 Date :

no#:306

: N/A Time : 10.14:

: Mr.KUMARESH Waiter :INN

Item	Qty	Amount
E	1	100.000
CHAAT	1	220.000
la Tea	1	70.000
n Pakora	1	199.000
la Peanuts	1	160.000
la Papad(04 p.c.s)	1	150.000

Bill Amount : 899.000 Rs

CGST 2.5 : 22.475

SGST 2.5 : 22.475

SC 10: 89.900

134.850 Rs

Total : 1,033.850 Rs Rs

Total Discount : 0.000 Rs

Paid : 1,033.850 Rs Rs

Due : 0.000 Rs Rs

---

306 103 I

TAX INVOICE

{MINT RESTAURANT}

{A-58,ROAD NO.4 MAHIPALPUR NEW DELHI-37}

{PH: +91-11-26782411}

{GST: 07DOPPS3753Q1ZT}

Bill no: REC-3827 Date : 2025-08-

Room no#:103

Table # : N/A Time : 10:53:27 PM

Guest : Mr.KUMARESH KANNA Waiter :INN

Item	Qty	Amount
Masala Tea	1	70.000
PLAIN VEG SANDWICH	1	199.000

Bill Amount : 269.000 Rs

CGST 2.5 : 6.725

SGST 2.5 : 6.725

SC 10: 26.900

40.350 Rs

Total : 309.350 Rs Rs

Total Discount : 0.000 Rs

Paid : 309.350 Rs Rs

Due : 0.000 Rs Rs

Thank you

Prepared By

Printed By

306

TAX INVOICE

{MINT RESTAURANT}

{A-58,ROAD NO.4 MAHIPALPUR NEW DELHI-37}

{PH: +91-11-26782411}

{GST: 07DOPPS3753Q1ZT}

Bill no: REC-3844 Date :

Room no#:N/A

Table # : T1 Time :

Guest : 306 Waiter :INN

Item	Qty	Amount
Veg Biryani With Raita(spl)	1	399.000

Bill Amount : 399.000 Rs

CGST 2.5 : 9.975

SGST 2.5 : 9.975

SC 10: 39.900

59.850 Rs

Total : 458.850 Rs Rs

Total Discount : 0.000 Rs

Paid : 458.850 Rs Rs

Due : 0.000 Rs Rs

Prepared By

Printed By

No./XS Passanger Copy

PRE-PAID TAXI/TSR SERVICE

DELHI TRAFFIC POLICE

PREPAID BOOTH IGI Airport T-3

63837

Debit/Credit Card Invoice No. Kumar Date 28/1 Time

Passenger's Name .... Phone No. (Optional)........

Destination Mahipalpur

Taxi/TSR No .... Driver's Name........

Fare Rs. 500

Incentive Rs. 50

Baggage Rs.

(Night charges) Rs. 50

Service Charges Rs.

Toll Charges Rs.

Total (in words)........ 600 (in figure)........

DESTINATION CODE

(Signature of Clerk)

1. Check your balance before leaving the Counter.
2. Please retain this receipt upto destination and then hand it over to the driver after your signature on successful completion of journey.
3. An additional 25% will be levied over and above the actual fare as Night Charges for Journey undertaken between 11.00 PM to 5.00 AM in the morning.
4. Luggage charges @ Rs. 10/- & Rs. 15/- (Fifteen) per piece for TSR and Taxies respectively will be chargeable excluding shopping bags/brief cases.
5. Service charges will be levied in cases where receipt are issued is sought to be cancelled.
6. For Fare details see link https://delhitrafficpolice.nic.in/prepaidbooths

(Signature of Passenger)

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/

No.	: 5123	**G.R. Card No**	: 3593
ice No	: 3474	**Date of Invoice**	: 27/08/2025 02:23:11 PM
t Name	: Mr. KUMARESH KANNA	**Room**	: Compact Room / 306
To	: Mr. KUMARESH KANNA	**No of Person**	: 1 (A) / 0 (C)
To Address	:	**Rate Type**	: Continental Plan
te	:	**No of Nights**	: 2
To GSTIN No	:	**Date of Arrival**	: 25/08/2025 10:45:00 PM
urce	: WALKING	**Date of Departure**	: 27/08/2025 02:23:11 PM
urce Of Supply	: New Delhi		

lo	Particular	HSN/SAC	Qty	Rate	Total	Discount	Taxable	SGST	CGST	IGST	CESS
	Room Charges	996311	2	2,232.14	4,464.28	0.00	4,464.28	267.86 6.00 %	267.86 6.00 %	0.00 0.00 %	0.00
				Total	4,464.28	0.00	4,464.28	267.86	267.86	0.00	0.00

tal Payable Amount

vo thousand

ayment Date	Description	Amount
5/08/2025	Debit Card - 1857	2,500.00
6/08/2025	Debit Card - 1864	2,500.00
	Total	**5,000.00**

Total Charges(Rs) :	4,464.28
Total Discount(Rs) :	0.00
Total SGST(Rs) :	267.86
Total CGST(Rs) :	267.86
Total IGST(Rs) :	0.00
Total Other Tax(Rs) :	0.00
Total Balance Transfer(Rs) :	0.00
Total(Rs) :	5,000.00
Flat Discount(Rs) :	0.00
Adjustment(Rs) :	0.00
Total Payable(Rs) :	5,000.00
Total Payment(Rs) :	[illegible]
Balance(Rs) :	0.00

Remark :

This Folio is in	: Rs
Reception (C/I)	: abhays
Cashier (C/O)	: abhays
Date	: 27/08/2025 03:12:03 PM
age	: Page 1 of

Folio NOTICE
Folio NOTICE

(Guest Signature)

Ticket booked on scapia

r number: **17559402666397**

ticket: Round trip from Coimbatore to Delhi

o Kumaresh,

nks for traveling with Scapia. Your flight tickets are confirmed. You'll find your itinerary, e-tickets and other king details below. Please use your Scapia trip ID as reference for any queries regarding your booking.

Passengers barcodes for your trip to Delhi

Kumaresh Kanna (M, 51)

Onward flight from Coimbatore Monday, 25-Aug-2025 PNR: EF8IEK

CJB → **DEL**

Coimbatore International Airport — Terminal 3, Indira Gandhi Airport

Air India AI 2502
PNR: EF8IEK
Airbus 320
Economy
Basic

Departure	Arrival
06:45 PM Mon, 25th August, 2025	10:00 PM Mon, 25th August, 2025
CJB (Coimbatore International Airport)	DEL (Indira Gandhi Airport) Terminal: 3

Passenger	Seat	Meal	Baggage
Kumaresh Kanna	-	-	As per airline's policy 15 Kgs check-in baggage

Ticket booked on
scapia

jes: ₹2,999 + fare difference till 26 Aug 07:15 PM
Non-refundable from 26 Aug 07:15 PM

These charges are indicative and subject to airline policy.
Also note, all charges are per traveller
A Scapia reschedule fee of ₹299 per traveller per sector will be charged

mary

ooking amount	**₹16,686**
are	₹13,738
e taxes and fees	₹2,363
enience fee *	₹585
ngs with Scapia	-₹700
clusive perk discount	-₹700
tal amount paid	**₹15,986**
n-refundable	

capia perks applied for this booking

Flat ₹700 off on your roundtrip flight booking	₹700.00 off
Earn 20% rewards (worth ₹639)	+ 3,197

Baggage allowance

Please ensure your check-in and cabin luggages are within the baggage allowance listed under your flight details. You can purchase additional baggage by visiting the Airline website and selecting the "Manage my booking" option within it.