

# Travel Expenses Reimbursement Form

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

Expense Period	
From	To
13/11/2025	13/11/2025

Travel purpose: REFUND WORK

Date	Description	Transport	Hotel	TEA	Other	Total
13/11/2025	BUS FARE (BNE)	60.00				60.00
	LUNCH AND TEA EXP (BNE)		400.00			400.00

Total:	60.00	400.00				
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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.

Subtotal: ₹ 460.00  
 Advance Payment: \_\_\_\_\_  
 Total Reimbursement: ₹ 460.00

Employee Signature: \_\_\_\_\_ Date: 17/11/2025 \*Don't forget to attach bills/receipts

Approval Signature: \_\_\_\_\_ Date: 17/11/2025

Approval Name: RAMASAMY.S Designation: VICE PRESIDENT

Note:

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