

Travel Expenses Reimbursement Form

Employee Name:	A
Employee ID:	G
Employee Position:	A
Division:	G

ARUNAGIRIRAJA.S
GGA0852
AGM & MANAGERS
Garments

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

Travel purpose

REFUND WORK

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: ₹ 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: 1. Public Transport : Ticket should be affixed
2. On duty approved sheet is must and to be