

Travel Expenses Reimbursement Form

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

Expense Period	
From	To
15/11/2025	15/11/2025

Travel purpose: SBI AND GST WORK IN MADURAI

Date	Description	Transport	Hotel	TEA	Other	Total
15/11/2025	BUS FARE (BNE)	140.00				140.00
	LUNCH AND TEA EXP (BNE)		550.00			550.00

Total:	140.00	550.00				
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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: ₹ 690.00
 Advance Payment: _____
 Total Reimbursement: ₹ 690.00

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