

## Travel Expenses Reimbursement Form

Employee Name	Employee ID	Employee Position
RAJENDAR.T	GPA0010	INCHARGE-TECHNICAL
Division	Expense From date	Expense To date
GAINUP - PRINTING & EMBROIDERY	05-11-25	08-11-25
Travel purpose	ENo	Destination
Development	TRA/0216	TIRUPPUR

Date	Description	Transport	Hotel	Meals	Misc.	Total
05-11-25	Development	300.000	4000.000	1200.000	400.000	5900.000

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.

\* Don't forget to attach bills/receipts

**Subtotal:** 5900.000

**Advance Payment:**

**Total Reimbursement:** 5900.000

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval Name PERUMALSAMY D

Designation CHIEF OPERATING OFFICER

### Note:

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