

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.

Subtotal: 5900.000

Advance Payment:

* Don't forget to attach bills/receipts

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.