Travel Expenses Reimbursement Form

Employee Name: SUGAN.P (ID KIDS GOBI)
Employee ID: GGA0237
Employee Position: OTHERS STAFFS
Division: Garments

Expense Period

From	To
18/11/2025	18/11/2025

Travel purpose: BUYER - ID KIDS SHIPMENT & FABRIC FOLLOW TIRUPUR

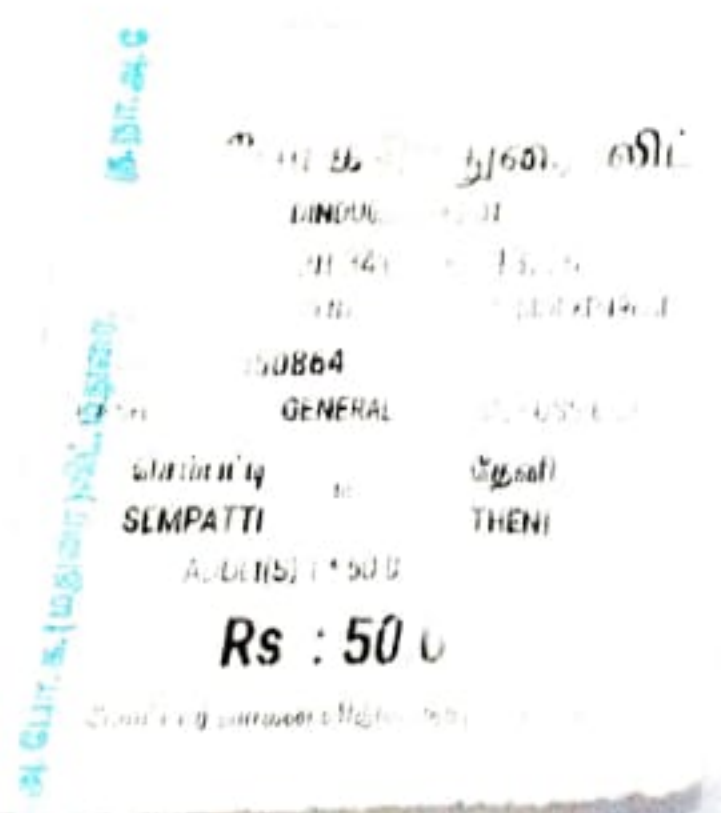
Date	Description	Transport	Hotel	Meals	Misc.	Total
18/11/2025	BUS (WITH BILL)	₹ 265.00				₹ 265.00
	FOOD (DINNER WITH BILL)			₹ 150.00		₹ 150.00
	FOOD (LUNCH WITH BILL)			₹ 600.00		₹ 600.00
	FOOD (TIFFEN WITH BILL)			₹ 0.00		₹ 0.00
	AUTO TUP BUS STAND TO 15 VELAMPALAYAM	₹ 200.00				₹ 200.00
	TEA WATER			₹ 100.00		₹ 100.00
Total:		₹ 465.00		₹ 850.00		

Subtotal: ₹ 1,315.00
Advance Payment:
Total Reimbursement: ₹ 1,315.00

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.

Employee Signature: _____ Date: _____ *Don't forget to attach bills/receipts

Approval Signature: _____ Date: _____

Approval Name: SHIBHU Designation: GM

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