

Travel Expenses Reimbursement Form

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

Expense Period	
From	To
29/11/2025	29/11/2025

Travel purpose

TDS WORK

Total: 60.00 200.00

Subtotal: ₹ 260.00

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.

Advance Payment: _____
Total Reimbursement: ₹ 260.00

Employee Signature:

Date: 03/12/2025

*Don't forget to attach bills/receipts

Approval Signature:

Date: 03/12/2025

Approval Name: RAMASAMY.S

Designation: VICE PRESIDENT

Note: 1. Public Transport Tickets should be sufficient.

Note: 1. Public Transport : Ticket should be affixed

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