

Travel Expenses Reimbursement Form

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

Expense Period	
From	To
13/12/2025	13/12/2025

Travel purpose

TALLY UPDATION WORK

Total: 140.00 275.00

Subtotal: ₹ 415.00

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: ₹ 415.00

Employee Signature:

Date: 20/12/2025

*Don't forget to attach bills/receipts

Approval Signature:

Date: 20/12/2025

Approval Name: RAMASAMY.S

Designation: VICE PRESIDENT

Note: 1. Public Transport Tickets should be sufficient.

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