

Travel Expenses Reimbursement Form

Employee Name: RAMPRASATH E
Employee ID: GRA0200
Employee Position: OTHERS STAFFS
Division: Woven

Expense Period

From	To
19/12/2025	19/12/2025

Travel purpose

madurai SBI bank work for workers salary purpose 2 members export karthik mahamuni

Date	Description	Transport	Hotel	Tea and Snacks	Others	Total
	late night work					
19/12/2025	madurai SBI bank work for workers salary purpose	350.00				350.00
19/12/2025	madurai SBI bank work for workers salary purpose		200.00			200.00
19/12/2025	madurai SBI bank work for workers salary purpose			100.00		100.00

Subtotal: 650.00

Advance Payment:

Total Reimbursement: 650.00

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.

Employee Signature: _____

Date: 22/01/2026

Approval Signature: _____

Date: 22/01/2026

Approval Name: selvakumaresan Designation: manager

Note:

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