

Travel Expenses Reimbursement Form

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

Expense Period	
From	To
<u>19/12/2025</u>	<u>19/12/2025</u>

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					
<u>19/12/2025</u>	madurai SBI bank work for workers salary purpose	<u>350.00</u>				<u>350.00</u>
<u>19/12/2025</u>	madurai SBI bank work for workers salary purpose		<u>200.00</u>			<u>200.00</u>
<u>19/12/2025</u>	madurai SBI bank work for workers salary purpose			<u>100.00</u>		<u>100.00</u>

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