

Travel Expenses Reimbursement Form

Employee Name:	N.KATHIRESAN
Employee ID:	GGA0254
Employee Position:	OTHERS STAFFS
Division:	Garments

Expense Period

From	To
20/12/2025	20/12/2025

Travel purpose

batalagundu bank work

[illegible]

Total:

50.00

50.00

Subtotal: ₹ 100.00

Advance Payment:

Total Reimbursement: ₹ 100.00

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: _____

*Don't forget to attach bills/receipts

Approval Signature: _____

Date: _____

Approval Name: MR.RAMSAMY

Designation: VP FINANCE

Note:

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