

Travel Expenses Reimbursement Form

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

Expense Period

From	To
23/12/2025	23/12/2025

Travel purpose

GST MEETING MADURAI

[illegible]

Total:	140.00	450.00	100.00
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Subtotal: ₹ 690.00

Advance Payment:

Total Reimbursement: ₹ 690.00

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: 26/12/2025

*Don't forget to attach bills/receipts

Approval Signature: _____

Date: 26/12/2025

Approval Name:	RAMASAMY.S	Designation:	VICE PRESIDENT
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Note:

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