

# 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

Total: 140.00 450.00 100.00

Subtotal: ₹ 690.00

### Advance Payment:

Total Reimbursement: ₹ 690.00

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

Note: 1. Public Transport Fares have been fixed.

Note:

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