

# Travel Expenses Reimbursement Form

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

Expense Period	
From	To
02/12/2025	30/12/2025

Travel purpose

GST AUDIT OFFICE AND GST OFFICE - 2 DAYS DINDIGUL MADURAI

Total: 1,000.00 300.00 100.00

Subtotal: ₹ 1,400.00

### Advance Payment:

Total Reimbursement: ₹ 1,400.00

Employee Signature:

Date: 03/01/2026

\*Don't forget to attach bills/receipts

Approval Signature:

Date: 03/01/2026

Approval Name: RAMASAMY.S

Designation: VICE PRESIDENT

Note: 1. Public Transport Tickets should be sufficient.

Note:

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