

# Travel Expenses Reimbursement Form

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

Expense Period

From	To
29/12/2025	29/12/2025

Travel purpose

## GST OFFICE NOTICE WORK

[illegible]

Total:

---

140.00

450.00

100.00

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