

Travel Expenses Reimbursement Form

Employee Name:

ARUNAGIRIRAJA.S

Employee ID:

GGA0852

Employee Position:

AGM & MANAGERS

Division:

Garments

Expense Period

From	To
10/01/2026	10/01/2026

Travel purpose

TDS WORK

Date	Description	Transport	Hotel	TEA	Other	Total
10/01/2026	BUS FARE (BE)	140.00				140.00
	LUNCH AND TEA EXP (BNE)		450.00	100.00		550.00
Total:		140.00	450.00	100.00		

I Certify that these expenses were in incurred in accordance with Gainup group travel expenses policy guidelines and that they represent prudent, reasonable and necessary expenses.

Subtotal: ₹ 690.00

Advance Payment:

Total Reimbursement: ₹ 690.00

Employee Signature:

Date: 19/01/2026

*Don't forget to attach bills/receipts

Approval Signature:

Date: 19/01/2026

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