

Travel Expenses Reimbursement Form

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

Expense Period

From	To
12/01/2026	12/01/2026

Travel purpose

SALES TAX OFFICE AND TCS FILING

[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: 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