

# Travel Expenses Reimbursement Form

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

Expense Period

From	To
20/01/2026	20/01/2026

Travel purpose	SUBBULAPURAM FACTORY VISIT - 3 PERSONS
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[illegible]

Total:	160.00	450.00	100.00
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Subtotal: ₹ 710.00

Advance Payment:

Total Reimbursement: ₹ 710.00

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: 22/01/2026

\*Don't forget to attach bills/receipts

Approval Signature: \_\_\_\_\_

Date: 22/01/2026

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