

Travel Expenses Reimbursement Form

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

Expense Period	
From	To
21/01/2026	21/01/2026

Travel purpose SUBBULAPURAM FACTORY VISIT - 3 PERSONS

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.

Subtotal: ₹ 710.00

Advance Payment:

Total Reimbursement: ₹ 710.00

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 Fares have been fixed.

Note:

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