

Travel Expenses Reimbursement Form

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

Expense Period

| From | To |
|------------|------------|
| 24/01/2026 | 24/01/2026 |

Travel purpose

TDS WORK

[illegible]

Total:

140.00

225.00

50.00

Subtotal: ₹ 415.00

Advance Payment:

Total Reimbursement: ₹ 415.00

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: 27/01/2026

*Don't forget to attach bills/receipts

Approval Signature: _____

Date: 27/01/2026

| | | | |
|----------------|------------|--------------|----------------|
| 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