

## Travel Expenses Reimbursement Form

Employee Name: L. Mangai  
 Employee ID: \_\_\_\_\_  
 Employee Position: AGM & MANAGERS  
 Division: Woven

Expense Period	
From	To
05/01/2025	05/01/2025

Travel purpose: Going to madurai Sbi bank and canara bank instalment purpose and ortt document purpose total 3 members arunagiri,mangai,ramprasath

Date	Description	Transport	Hotel	Tea and Snacks	Others	Total
05/01/2025	Going to madurai Sbi bank and canara bank		945.00	423.00		1368.00

Subtotal: 1368.00  
 Advance Payment: \_\_\_\_\_  
 Total Reimbursement: 1368.00

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  
 Approval Signature: \_\_\_\_\_ Date: 22/01/2026  
 Approval Name: Mangai Designation: Am

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

S/A  
 we are going to madurai SBI & canara bank  
 orrtt & instalment purpose.  
