Travel Expenses Reimbursement Form

Employee Name: RAMPRASATH E
Employee ID:
Employee Position: OTHERS STAFFS
Division: Woven

Expense Period

From	To
08/01/2026	30/01/2026

Travel purpose: Bank work madurai md sir traveling purpose currency exchange

Date	Description	Transport	Hotel	Meals	Misc.	Total
08/01/2026	Bank work madurai md sir traveling purpose currency		210.00			₹ 210.00
09/01/2026	Bank work dindugal boi and canara dindugal	600.00				₹ 600.00
12/01/2026	Madurai on duty ortt purpose	$900.00				₹ 900.00
13/01/2026	director signature purpose	$70.00				₹ 70.00
19/01/2026	salary purpose madurai branch and import pi related	$900.00				₹ 900.00
20/01/2026	batlagundu sbi and iob bank work hindi labaurs salary	$70.00				₹ 70.00
21/01/2026	cheque stop payment related work emergency	$350.00				₹ 350.00
29/01/2026	bank work from madurai	$550.00				₹ 550.00
30/01/2026	madurai ortt payment and edpms related work	$25.00				₹ 25.00
Total:		$3,465.00	210.00			

Subtotal: ₹ 3,675.00
Advance Payment:
Total Reimbursement: ₹ 3,675.00

I Certify that these expenses were in incurred in accordance with Gainup group travel expenses policy guidelines and that they represent prudent, reasonable and necessary expenses.

Employee Signature: _____ Date: 05/02/2026 *Don't forget to attach bills/receipts

Approval Signature: _____ Date: 05/02/2026

Approval Name: MANGAI Designation : FM

Note:

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