

Travel Expenses Reimbursement Form

Employee Name:	DHANARAJ R
Employee ID:	GKA0526
Employee Position:	AGM
Division:	Socks

Expense Period

From	To
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Travel purpose

Buyer Meeting in Madurai

[illegible]

Total:

2

2,209,00

₹ 2,209.00

Subtotal: ¥ 2,209.00

Advance Payment:

Total Reimbursement: ₹ 2,209.00

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:

$$06 \mid \times 125$$

*Don't forget to attach bills/receipts.

Approval Signature:

Date:

Approval Name:

DEEPAK RAO S

Designation:

GM-MARKETING & MERCHANDISING

Note:

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