

Travel Expenses Reimbursement Form

Employee Name: RAMPRASATH E
 Employee ID: GRA0200
 Employee Position: OTHERS STAFFS
 Division: Woven

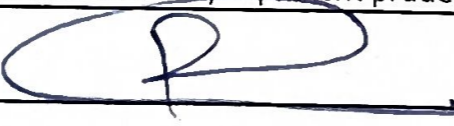
Expense Period	
From	To
03/02/2026	03/02/2026

Travel purpose: canara bank wrongly send the amount so reversed the amount that account

Date	Description	Transport	Hotel	Tea and Snacks	Others	Total
03/02/2026	fodd expenses		100.00			100.00
03/02/2026	tea and snacks		50.00			50.00
03/02/2026	transport		350.00			350.00

Subtotal: 500.00
 Advance Payment: _____
 Total Reimbursement: 500.00

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: 21/02/2026

Approval Signature: _____ Date: 21/02/2026

Approval Name: Mangai Designation: manager

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