Travel Expenses Reimbursement Form

Employee Name: N.KATHIRESAN
Employee ID: GGA0254
Employee Position: OTHERS STAFFS
Division: Garments

Expense Period

From	To
29/01/2026	29/01/2026

Travel purpose: batalagundu bank work

Date	Description	Transport	Hotel	Meals	Misc.	Total
29/01/2026	traveling exp without bill	50.00		0.00	50	₹ 100.00
		0		0	0	₹ 0.00
Total:		50.00			50.00	

Subtotal: ₹ 100.00
Advance Payment:
Total Reimbursement: ₹ 100.00

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: _____

*Don't forget to attach bills/receipts

Approval Signature: _____ Date: _____

Approval Name: MR.RAMSAMY Designation: VP FINANCE

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