

# Travel Expenses Reimbursement Form

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

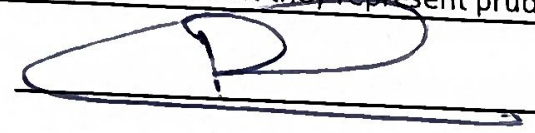
Expense Period	
From	To
16/02/2026	16/02/2026

Travel purpose: Going to madurai canara bank sanction related work

Date	Description	Transport	Hotel	Tea and Snacks	Others	Total
16/02/2026						
16/02/2026	fodd expenses					
16/02/2026	tea and snacks		300.00			300.00
16/02/2026	transport		100.00			100.00
			350.00			350.00

Subtotal: 750.00  
 Advance Payment: \_\_\_\_\_  
 Total Reimbursement: 750.00

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