Travel Expenses Reimbursement Form

Employee Name: ARUNAGIRIRAJA.S
Employee ID: GGA0852
Employee Position: AGM & MANAGERS
Division: Garments

Expense Period

From	To
31/10/2025	31/10/2025

Travel purpose: GST REFUND AND TDS EFILING WORK

Date	Description	Transport	Hotel	TEA	Petrol	Total
						-
31/10/2025	BUS FARE & AUTO EXP (BNE)	530.00				530.00
	LUNCH AND TEA EXP (BNE)		600.00	200.00		800.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total:		530.00	600.00	200.00		

Subtotal: ₹ 1,330.00
Advance Payment:
Total Reimbursement: ₹ 1,330.00

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: 03/11/2025

*Don't forget to attach bills/receipts

Approval Signature: ______________ Date: 03/11/2025

Approval Name: RAMASAMY.S Designation: VICE PRESIDENT

Note:

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