Travel Expenses Reimbursement Form

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

Expense Period

From	To
25/02/2026	25/02/2026

Travel purpose: GST OFFICE

Date	Description	Transport	Hotel	TEA	Other	Total
						-
25/02/2026	BUS FARE (BNE)	350.00				350.00
						-
	LUNCH AND TEA EXP (BNE)		450.00	100.00		550.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
	Total:	350.00	450.00	100.00		

Subtotal: ₹ 900.00
Advance Payment:
Total Reimbursement: ₹ 900.00

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: 26/02/2026

*Don't forget to attach bills/receipts

Approval Signature: _____ Date: 26/02/2026

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