

# Travel Expenses Reimbursement Form

Employee Name: RAMPRASATH E  
 Employee ID: \_\_\_\_\_  
 Employee Position: OTHERS STAFFS  
 Division: Woven

Expense Period	
From	To
25/02/2026	27/02/2026

Travel purpose: Bank work DINDUGAL bank statement purpose

Date	Description	Transport	Hotel	Meals	Misc.	Total
25/02/2026	bank work from madurai takko discounting purpose	\$300.00	200.00		\$100.00	₹ 600.00
26/02/2026	bank work for statement purpose	\$200.00	300.00		\$100.00	₹ 600.00
27/02/2026	bank work for statement purpose	\$200.00	300.00		\$100.00	₹ 600.00
<b>Total:</b>		\$700.00	800.00		\$300.00	

Subtotal: ₹ 1,800.00

Advance Payment: \_\_\_\_\_  
 Total Reimbursement: ₹ 1,800.00

I Certify that these expenses were incurred in accordance with Gainup group travel expenses policy guidelines and that they represent prudent, reasonable and necessary expenses.

Employee Signature: \_\_\_\_\_ Date: 14/03/2026 \*Don't forget to attach bills/receipts

Approval Signature: \_\_\_\_\_ Date: 14/03/2026

Approval Name: ramasamy Designation: VP

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