Travel Expenses Reimbursement Form

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

Expense Period

From	To
28/02/2026	28/02/2026

Travel purpose: NSDL OFFICE

Date	Description	Transport	Hotel	TEA	Other	Total
						-
28/02/2026	BUS FARE (BNE)	200.00				200.00
						-
	LUNCH AND TEA EXP (BNE)		150.00	50.00		200.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
	Total:	200.00	150.00	50.00		

Subtotal: ₹ 400.00
Advance Payment:
Total Reimbursement: ₹ 400.00

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: 02/03/2026

*Don't forget to attach bills/receipts

Approval Signature: _____ Date: 02/03/2026

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