

Travel Expenses Reimbursement Form

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

Expense Period	
From	To
02/03/2026	04/03/2026

Travel purpose: Bank work DINDUGAL bank statement purpose

Date	Description	Transport	Hotel	Meals	Misc.	Total
02/03/2026	bank work bank work for dindugal		150.00			₹ 150.00
03/03/2026	bank work bank work for dindugal bank statement	200.00	\$200.00	\$100.00		₹ 500.00
04/03/2026	bank work bank work for dindugal bank statement	200.00	\$200.00	\$100.00		₹ 500.00

Total:	\$400.00	550.00	\$200.00	Subtotal: ₹ 1,150.00
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.				Advance Payment: _____
				Total Reimbursement: ₹ 1,150.00

Employee Signature: _____ Date: 09/03/2026 *Don't forget to attach bills/receipts

Approval Signature: _____ Date: 09/03/2026

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