

# Travel Expenses Reimbursement Form

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

Expense Period	
From	To
05/03/2026	07/03/2026

Travel purpose: Bank work DINDUGAL bank statement purpose

Date	Description	Transport	Hotel	Meals	Misc.	Total
05/03/2026	bank work for dindugal bank statement purpose	\$300.00	200.00		\$100.00	₹ 600.00
06/03/2026	bank work for dindugal bank statement purpose	\$200.00	200.00		\$100.00	₹ 500.00
07/03/2026	bank work for dindugal bank statement purpose	\$200.00	200.00		\$100.00	₹ 500.00

<b>Total:</b>	\$700.00	600.00	\$300.00	
			Subtotal: ₹ 1,600.00	
			Advance Payment: _____	
			Total Reimbursement: ₹ 1,600.00	

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: 13/03/2026 \*Don't forget to attach bills/receipts

Approval Signature: \_\_\_\_\_ Date: 13/03/2026

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