

Travel Expenses Reimbursement Form

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

Expense Period	
From	To
11/03/2026	13/03/2026

Travel purpose: Bank work DINDUGAL bank statement purpose

Date	Description	Transport	Hotel	Meals	Misc.	Total
11/03/2026	bank work for statement purpose	\$300.00	200.00			₹ 500.00
12/03/2026	bank work for statement purpose	\$200.00	300.00			₹ 500.00
13/03/2026	bank work for statement purpose	\$200.00	300.00			₹ 500.00

Total:	\$700.00	800.00	
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	Subtotal: ₹ 1,500.00
	Advance Payment: _____
	Total Reimbursement: ₹ 1,500.00

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: 16/03/2026 *Don't forget to attach bills/receipts

Approval Signature: _____ Date: 16/03/2026

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