# Travel Expenses Reimbursement Form

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

Expense Period

| From | To |
|---|---|
| 26/03/2026 | 26/03/2026 |

Travel purpose: GST REFUND

| Date | Description | Transport | Hotel | TEA | Other | Total |
|---|---|---|---|---|---|---|
| | | | | | | - |
| 26/03/2026 | BUS FARE (BNE) | 350.00 | | | | 350.00 |
| | | | | | | - |
| | LUNCH AND TEA EXP (BNE) | | 450.00 | 100.00 | | 550.00 |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | |
| | | | | | | |
| | Total: | 350.00 | 450.00 | 100.00 | | |

Subtotal: ₹ 900.00
Advance Payment:
Total Reimbursement: ₹ 900.00

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: 31/03/2026

*Don't forget to attach bills/receipts

Approval Signature: _____ Date: 31/03/2026

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