

Travel Expenses Reimbursement Form

Employee Name	Employee ID	Employee Position
VIMAL K	GKA0498	JR.MERCHANDISER
Division	Expense From date	Expense To date
GAINUP - SOCKS - I	23-03-26	23-03-26
Travel purpose	ENo	Destination
I went to the sample submission process at Adil Tex in Tiruppur.	TRA/0936	TIRUPPUR

Date	Description	Transport	Hotel	Meals	Misc.	Total
23-03-26	adil sample submission purpose	300.000	380.000	300.000	100.000	1080.000

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.

Subtotal: 1080.000

Advance Payment:

Total Reimbursement: 1080.000

* Don't forget to attach bills/receipts

Employee Signature _____

Date _____

Approval Signature _____

Date _____

Approval Name KUMARESHKANNA

Designation CHIEF GENERAL MANAGER

Note:

1. Public Transport: Ticket should be affixed.
2. On duty approved sheet is must and to be submitted along with claim bill.