

Travel Expenses Reimbursement Form

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

Expense Period	
From	To
16/03/2026	31/03/2026

Travel purpose: Bank work DINDUGAL bank statement purpose

Date	Description	Transport	Hotel	Meals	Misc.	Total
16/03/2026	Bank work btl branch staff loan purpose	50.00				₹ 50.00
17/03/2026	bank work costumes DD purpose	70.00				₹ 70.00
23/03/2026	bank work zenwear account opening purpose	200.00	150.00		\$100.00	₹ 450.00
24/03/2026	bank work account opening purpose	200.00	150.00		\$100.00	₹ 450.00
25/03/2026	Bank work acc opening purpose	200.00	150.00		\$100.00	₹ 450.00
26/03/2026	Bank work Dindigul seal purpose	200.00	150.00		\$100.00	₹ 450.00
27/03/2026	Bank work btl branch staff personal loan	70.00				₹ 70.00
31/03/2026	Cash deposit	70.00				₹ 70.00
Total:		\$1,060.00	600.00		\$400.00	

Subtotal: ₹ 2,060.00

Advance Payment: _____

Total Reimbursement: ₹ 2,060.00

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: 07/04/2026

*Don't forget to attach bills/receipts

Approval Signature: _____

Date: 07/04/2026

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