

Intrico Advisors Pvt Ltd

Expense Reimbursement

Employee Name: Shreya Chatwani

ID:

Client Name: Dee Development Engineers

Department: SOP/RCM

Business Purpose:

SOP/RCM

Expense Period	
From:	26/05/2024
To:	25/06/2024

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
6/5/24	Going to Tusha Sir's Residence	Uber Auto	137.00
6/5/24	Coming from Tushar Sir's Residence	Uber Auto	149.00
6/6/24	Going to Tusha Sir's Residence	Uber Auto	137.00
6/6/24	Coming from Tushar Sir's Residence	Uber Auto	149.00

Note: Mileage reimbursement for personal car = Rs10/-pkm and bike= Rs5/- pkm

SUBTOTAL	572.00
Less Cash Advance	
TOTAL REIMBURSEMENT	572.00

Don't forget to attach receipts!

Employee Signature

Date

Approval Signature

Date

Here's your receipt for your ride, Shreya

We hope you enjoyed your ride this morning.

Total ₹137.00

Trip Charge ₹163.25

Subtotal ₹163.25

Rounding -₹0.13

Promotion -₹26.12

Payments

 Cash ₹137.00
6/5/24 9:16 AM

[Visit the trip page](#) for more information, including invoices (where available)

The total of ₹137.00 has a GST of ₹6.98 included.

You rode with SHIVAM

License Plate: HR55AS4915

Uber Auto 12.98 kilometers | 24 min

 8:51 AM | 5, Lane K No 19, Phase 2, DLF Phase 2, Sector 25, Gurugram, Haryana 122002, India

 9:16 AM | Nirvana Country, Sector 50, Gurugram, Haryana 122002, India

Here's your receipt for your ride, Shreya

We hope you enjoyed your ride this evening.

Total ₹149.00

Trip Charge ₹177.17

Subtotal ₹177.17

Rounding ₹0.18

Promotion -₹28.35

Payments

 Cash ₹149.00
6/5/24 9:26 PM

[Visit the trip page](#) for more information, including invoices (where available)

The total of ₹149.00 has a GST of ₹7.44 included.

You rode with Ajay

License Plate: HR73B6497

Uber Auto 11.33 kilometers | 39 min

 8:46 PM | Nirvana Country, Sector 50, Gurugram, Haryana 122002, India

 9:26 PM | 5, Lane K No 19, Phase 2, DLF Phase 2, Sector 25, Gurugram, Haryana 122002, India

Here's your receipt for your ride, Shreya

We hope you enjoyed your ride this morning.

Total ₹137.00

Trip Charge ₹163.09

Subtotal ₹163.09

Promotion -₹26.09

Payments



 Cash ₹137.00
6/6/24 9:27 AM

[Visit the trip page](#) for more information, including invoices (where available)

The total of ₹137.00 has a GST of ₹6.99 included.

You rode with Manish
License Plate: HR55X7933

Uber Auto 13.02 kilometers | 24 min

 9:01 AM | 5, Lane K No 19, Phase 2, DLF Phase 2, Sector 25, Gurugram, Haryana 122002, India
 9:26 AM | Nirvana Country, Sector 50, Gurugram, Haryana 122002, India

Here's your receipt for your ride, Shreya

We hope you enjoyed your ride this evening.

Total ₹149.00

Trip Charge ₹177.85

Subtotal ₹177.85

Rounding -₹0.39

Promotion -₹28.46

Payments

 Cash ₹149.00
6/6/24 9:40 PM

[Visit the trip page](#) for more information, including invoices (where available)

The total of ₹149.00 has a GST of ₹7.39 included.

You rode with GAJENDRA

License Plate: HR55AE7740

Uber Auto 11.40 kilometers | 39 min

 9:00 PM | Nirvana Country, Sector 50, Gurugram, Haryana 122002, India

 9:39 PM | 5, Lane K No 19, Phase 2, DLF Phase 2, Sector 25, Gurugram, Haryana 122002, India