

# Intrico Advisors Private Limited

## Expense Reimbursement

Employee Name: Mahesh Kumar Matolia  
ID:

Client Name: Intech  
Department:

Business Purpose:  
ICFR

Expense Period  
From: 5/26/2024  
To: 6/25/2024

### Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
19/Jun/24	Going to Intech	Uber Auto	445.00
19/Jun/24	Coming from Intech	Uber Auto	136.00
21/Jun/24	Going to Intech	Uber Auto	240.00
21/Jun/24	Coming from Intech	Uber Auto	180.00
25/Jun/24	Going to Intech	Uber Auto	200.00

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

SUBTOTAL 1,201.00  
Less Cash Advance  
TOTAL REIMBURSEMENT 1,201.00  
Don't forget to attach receipts!

Employee Signature Date:

Approval Signature Date:

Here's your receipt for your ride, Mahesh

We hope you enjoyed your ride this evening.

Total ₹180.00

Trip charge ₹179.94

Subtotal ₹179.94

Rounding ₹0.06

Payments

 Cash ₹180.00  
21/06/2024 20:20



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

The total of ₹180.00 has a GST of ₹12.12 included.

You rode with PRAVESH

License Plate: DL1ZD0113

Uber Go 12.66 kilometres | 21 min(s)

 19:57 | 27, Block B, Sector 34, Gurugram, Haryana 122015, India  
 20:19 | House No 8, A Block, Chakkarpur, Sector 28, Gurugram, Haryana 122022, India

Fares are inclusive of GST. Please download the tax invoice from the trip detail page for a full tax breakdown.

Here's your receipt for your ride, Mahesh

We hope you enjoyed your ride this morning.

Total ₹200.00


Trip charge ₹205.02

Subtotal ₹205.02

Rider Promotion -₹5.07

Rounding ₹0.05

Payments



 Cash ₹200.00  
25/06/2024 10:54

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

The total of ₹200.00 has a GST of ₹15.75 included.

You rode with RAJESH  
License Plate: HR55AJ1845

Uber Go 11.02 kilometres | 17 min(s)

 10:36 | S/204A, A Block, DLF Phase 1, Sector 28, Gurugram, Haryana 122002, India  
 10:53 | 27, Block B, Sector 34, Gurugram, Haryana 122015, India

Fares are inclusive of GST. Please download the tax invoice from the trip detail page for a full tax breakdown.

Here's your receipt for your ride, Mahesh

We hope you enjoyed your ride this morning.

Total ₹445.00

Trip charge ₹444.88

Subtotal ₹444.88

Rounding ₹0.12

Payments

 Cash ₹445.00  
19/06/2024 10:47

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

The total of ₹445.00 has a GST of ₹31.55 included.

You rode with Vikram

License Plate: HR55AQ5976

UberXL 11.88 kilometres | 20 min(s)

10:26 | Shop No.-62-Nh148A, Building-62-Sector 28, Complex No.-62-Sector 28, Gali No.-, Landmark, near Sahara Mall, Sector 28, Gurugram, Haryana 122002, India

10:47 | 27, Block B, Sector 34, Gurugram, Haryana 122015, India

Fares are inclusive of GST. Please download the tax invoice from the trip detail page for a full tax breakdown.

Here's your receipt for your ride, Mahesh

We hope you enjoyed your ride this evening.

Total ₹136.00

Trip charge ₹161.34

Subtotal ₹161.34

Rounding ₹0.47

Promotion -₹25.81

Payments



 Cash ₹136.00  
19/06/2024 20:26

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

The total of ₹136.00 has a GST of ₹6.78 included.

You rode with Jitendra  
License Plate: THR55AJ0992

Uber Auto 11.46 kilometres | 20 min(s)

 20:05 | 27, Block B, Sector 34, Gurugram, Haryana 122015, India  
 20:26 | House No 8, A Block, Chakkarpur, Sector 28, Gurugram, Haryana 122022, India

Here's your receipt for your ride, Mahesh

We hope you enjoyed your ride this morning.

Total ₹240.00

Trip charge ₹247.59

Subtotal ₹247.59

Rounding ₹0.02

Rider Promotion -₹7.61

Payments

 Cash ₹240.00  
21/06/2024 10:55


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

The total of ₹240.00 has a GST of ₹18.92 included.

You rode with VEER

License Plate: MP07ZM7248

Uber Go 10.75 kilometres | 18 min(s)

 10:36 | 62, Mehrauli-Gurgaon Rd, DLF Phase 1, Sector 28, Gurugram, Haryana 122002, India

 10:54 | 27, Block B, Sector 34, Gurugram, Haryana 122015, India

Fares are inclusive of GST. Please download the tax invoice from the trip detail page for a full tax breakdown.