

# Intrico Advisors Private Limited

## Expense Reimbursement

Employee Name: Sanjeev Kumar  
ID:

Expense Period  
From: 01-03-2024  
To: 31-03-2024

Client Name:  
Department: Accounts & HR

Business Purpose:

Office & Admin + Travelling & Convayance

## Itemized Expenses

DATE	DESCRIPTION	Supporting	COST
19 March 2024	For Stapler +pin + Marker	Available	215.00
19 March 2024	Gitti Pench + screw	Available	120.00
20 March 2024	Pull Steel Sticker	Available	200.00
12 March 2024	Auto Fare for LED	Not available	80.00
21 March 2024	Dee Development Engineers Ltd.	Not available	200.00
22 March 2024	Dee Development Engineers Ltd.	Not available	60.00
26 March 2024	Dee Development Engineers Ltd.	Not available	60.00
27 March 2024	Dee Development Engineers Ltd.	Not available	60.00
28 March 2024	Dee Development Engineers Ltd.	Not available	60.00
SUBTOTAL			1,055.00
Less Cash Advance			
TOTAL REIMBURSEMENT			1,055.00

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

**Don't forget to attach receipts!**

Employee Signature

Date:

Approval Signature

Date:

# ESTIMATE

**Bought of / विक्रेता**

**Sold to / क्रेता**

Cash

No. / क्रमांक

**.Dated**

19/3/24

[illegible]

Raju

**Thank You धन्यवाद**

TOTAL

E. & O. E. भूल चूक लेनी देनी।

## हस्ताक्षर



# ADARSH GRAPHIC

## *Print & Cut*

Glow Sign Board, Neon Sign Led Display Board, Name Plate Prinking Stamp

Cash

No 599

Date : \_\_\_\_\_

3/24

S.N.	PARTICULARS	SIZE	QTY	RATE	AMOUNT
①	push pull 8 feet 6x2	2P			200/-
	TOTAL				200/-
	GST 18%				
	G TOTAL				

Shop No 126 1st Floor, Vashisth Complex  
MG Road Main Mkt. Sikanderpur Gurugram  
Opp. Delhi

adarshgraphic121@gmail.com  
adarshbrassarts@gmail.com



6546571  
0647196

CSM

No. क्रमांक

Date तिथि

19/03/24

29  
1202  
nt  
edit Car  
AMOI

**TOTAL कुल जोड़**

215 - 4

Signature  
हस्ताक्षर

- Goods Once Sold Will Not Be Taken Back