

Intrico Advisors Private Limited

Expense Reimbursement

Employee Name: Sanjeev Kumar
Designation: Executive

Expense Period
From: 01-05-2024
To: 10-06-2024

Client Name:
Department:

Business Purpose:

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
1-May-2024	Battery		132.00
2-May-2024	2 Veg Thali for Dee Piping Employee		480.00
7-May-2024	Food Expenses for 7 persons inc. EY 3-persons		1,994.00
18-May-2024	Cake at time of Chaitanya Trf. Date		500.00
19-May-2024	Garbage pollybag		359.00
20-May-2024	Highlighter		100.00
31-May-2024	Office tea		100.00
31-May-2024	Cash Memo Copy		30.00
31-May-2024	1 DSC Vicek Kumar		800.00
31-May-2024	Office tea		50.00
31-May-2024	Orrange Juice		200.00
31-May-2024	Samosa, Dhokla From Samrat Sweets		215.00
3-Jun-2024	Office tea		105.00
4-Jun-2024	Office tea		90.00
5-Jun-2024	Office tea		80.00
5-Jun-2024	Orrange Juice		200.00
5-Jun-2024	Samosa, Dhokla From Samrat Sweets		215.00
5-Jun-2024	Haldiram Mixture		159.00
6-Jun-2024	Paper Notarized in Faridabad+ Parking,Conveyance		720.00
8-Jun-2024	Urban Co. Laptop Diagnosis payment		195.00
8-Jun-2024	Fruit Juice		150.00
8-Jun-2024	SSD Setup in Laptop		2,500.00
8-Jun-2024	Samosa, Dhokla From Samrat Sweets		215.00
10-Jun-2024	Office tea		70.00
11-Jun-2024	Tonner Rifil		500.00

SUBTOTAL 10,159.00

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

Less Cash Advance

TOTAL REIMBURSEMENT 10,159.00

Don't forget to attach receipts!

Employee Signature

Date

Approval Signature

Date

ESTIMATE	Bought of / विक्रेता
----------	----------------------

Sold to / क्रेता Quincee Advisors

No. / क्रमांक Dated 31/05/24

QTY.	PARTICULARS	RATE	AMOUNT	
			Rs.	P.
	Office Tea 10 Qty.	10/-	100/-	
Raju Thank You धन्यवाद		TOTAL	100/-	

E. & O. E. भूल चूक लेनी देनी ।

हस्ताक्षर

Bought of / विक्रेता

No. / क्रमांक Dated 21/05/2024

E. & O. E. भूल चूक लेनी देनी ।

हस्ताक्षर

ESTIMATE

Bought of / विक्रेता

Sold to / क्रेता

Sold to / क्रेता Antonio Advisors

No. / क्रमांक

Dated

QTY.	PARTICULARS	RATE	AMOUNT	
			Rs.	P.
	1 DSC	800/-		
Raju	Thank You धन्यवाद	TOTAL	800/-	

Raju

Thank You धन्यवाद

TOTAL

2025

E. & O. E. भूल चूक लेनी देनी ।

हस्ताक्षर

हस्ताक्षर
Sany

Bought of / विक्रेता

No. / क्रमांक Dated. 31/05/2024

No. / क्रमांक Dated. 31/05/2024

Raju

Thank You धन्यवाद

TOTAL

50/

E. & O. E. भूल चूक लेनी देनी।

हस्ताक्षर

हस्ताक्षर

Bought of / विक्रेता

No. / क्रमांक Dated. 31.5.2024

Raju

Sayee

JAI MATA DI
SAMRAT SWEET BAKERS & CONFECTIONARY
4, DAKSHIN MARG, DLF PHASE-2, GURGAON
GSTIN NO:06AJSPA0078R1ZP
TEL:01242388793, 4053990
--- INVOICE ---

Bill No : S-663998 18:43
Date : 31/05/2024

HSN	DESCRIPTION	Qty.	Price	Value
2108	SAMOSA	5.00	18.00	90.00
2106	PLAIN DHOKLA	0.50	250.00	125.00
Sub Total				215.00

GST	Net Amt	SGST	CGST
5%	204.76	5.12	5.12
Total	204.76	5.12	5.12
Grand Total.			215.00

Cashier : AM

E & O E

Thank you for your visit
ONCE SOLD WILL NOT BE TAKEN BACK

Bought of / from

Sold to / बेला

No. / कक्षांक

Dated _____

3/05/2024

QTY.	PARTICULARS	RATE	AMOUNT	
			Rs.	P.
	Teal Office	15/-		
	Ten. 7 Qty.	10/-		
			105/-	
Raju Thank You धन्यवाद		TOTAL		

Raju

Thank You धन्यवाद

TOTAL

E. & O. E. भूल चूक लेनी देनी ।

४ हस्ताक्षर

Bought of / विक्रेता

Sold to / क्रेता

No. / क्रमांक Dated

Raju

Thank You धन्यवाद

TOTAL

E. & O. E. भूल चूक लेनी देनी।

[Signature]

Bought of / विक्रेता

Sold to / क्रेता

No. / क्रमांक

Dated

5/06/24

E. & O. E. भूल चूक लेनी देनी।

Shree

Bought of / विक्रेता

No. / क्रमांक Dated. 05/06/2024

E. & O. E. भूल चूक लेनी देनी ।

हस्ताक्षर
Sanyam

JAI MATA DI
SAMRAT SWEET BAKERS & CONFECTIONARY
4, DAKSHIN MARG, DLF PHASE-2, GURGAON
GSTIN NO:06AJSPA0078R1ZP
TEL:01242388793, 4053990
—= INVOICE =—

Bill No :S-665284 13:27
Date :05/06/2024

HSN DESCRIPTION	Qty.	Price	Value
2106 PLAIN DHOKLA	0.50	250.00	125.00
2106 SAMOSA	5.00	18.00	90.00
Sub Total			215.00

GST	Net Amt	SGST	CGST
5%	204.76	5.12	5.12
Total	204.76	5.12	5.12

Grand Total. 215.00

Cashier :RAM E & O E

Thank you for your visit
GOOD ONCE SOLD WILL NOT BE TAKEN BACK
(Rs. one hundred fifty nine only)

Cashier :MANOJ E & O E

Thank you for your visit
Have a nice day
GOOD ONCE SOLD WILL NOT BE TAKEN BACK

SAMRAT
SWEET BAKERS & CONFECTIONERS
4, DAKSHIN MARG, DLF PHASE-2, GURGAON
GSTIN NO:06AJSPA0078RIZP
[CUSTOMER COPY]
—= INVOICE =—

Bill No :G-261964 12:10
Date :05/06/2024

HSN	Description	Qty.	Price	Value
2106	HALDIR. DIET CHIWDA	3.00	35.00	105.00
2106	NAMKEEN MIXE CHER	1.00	54.00	54.00
		4.000		

Sub Total 159.00

GST	Net Amt	SGST	CGST
12%	141.96	8.52	8.52
Total	141.96	8.52	8.52
Grand Total.			159.00

(Rs. One hundred fifty nine only)

Cashier :MANOJ

E & O E

Thank you for your visit

Have a nice day

GOOD ONCE SOLD WILL NOT BE TAKEN BACK

Cashier

Thank you for your visit
GOOD ONCE SOLD WILL NOT BE TAKEN BACK

Bought of / विक्रेता

Sold to / क्रेता

No. / क्रमांक

Dated

6 | 06 | 24

E. & O. E. भूल चूक लेनी देनी ।

हस्ताक्षर
Sanjeev

Employee Sig

Approval Signature

D.C. OFFICE PARKING

Mini Secretariat, Sec-12, Faridabad

S.No.

DATE

VEHICLE NO

6-6

SPSP

क्रम संख्या वाहन का नाम परबिग दर प्रति वाहन

- | | | | |
|----|--------------------|-------|----|
| 1- | साईकल | 10/- | ₹0 |
| 2- | स्कूटी/मोटर साईकिल | 20/- | ₹0 |
| 3- | कार/जीप | 30/- | ₹0 |
| 4- | ट्रक/बस | 100/- | ₹0 |

- गाड़ी में कीमती सामान व हेल्मेट की कोई जिम्मेदारी नहीं होगी।
- पर्ची गुम हो जाने पर 100/- ऐक्सटरा चार्ज होगा व आई डी देनी होगी।

Bill No : S-666115 13:17
Date : 08/06/2024

HSN DESCRIPTION	Qty.	Price	Value
2106 VEG SANDWITC	3.00	30.00	90.00
H			
2106 PLAIN DHOKLA	0.50	250.00	125.00
Total			215.00

Bought of / विक्रेता

No. / क्रमांक Dated 27/06/24

No. / क्रमांक Dated 27/06/24

Raju

Thank You धन्यवाद

TOTAL

1951-

Sanjeev

E. & O. E. भूल चूक लेनी देनी ।

Signature

4-May-2024
6-May-2024
7-May-2024
8-May-2024
8-May-2024

Food Exp.
Office to Home
Office in Office paid by
Food in Office paid by
Food Expenses in Office
Office to Home Conveyance
Expenses in Office

Office
of

BILL/CASH MEMO

I Laptop Repair

GF-160, GF-62, Sector 43, VYAPAR KENDRA SUSHANT LOK, GURUGRAM

Mob.: 9899950629, 9999055159, E-mail: ilaptoprepair.23@gmail.com

S.No. **184**

Date **8/06/2024**

M/s **Intix co. d. u. 8088 Pvt. Ltd**

S. No.	Particulars	Qty.	Rate	AMOUNT Rs. P
1	Customer 256GB NVME Installing with OS Repairing 3 year warranty	1	2500	2500
			Total	2500

E.&O.E.

For, I Laptop Repair

Signature
Auth. Signatory

Approved

JAI MATA DI
SAMRAT SWEET BAKERS & CONFECTIONARY
4, DAKSHIN MARG, DLF PHASE-2, GURGAON
GSTIN NO:06AJSPA0078R1ZP
TEL:01242388793, 4053990
—= INVOICE =—

Bill No :S-666115 13:17
Date :08/06/2024

HSN DESCRIPTION	Qty.	Price	Value
2106 VEG SANDWITC H	3.00	30.00	90.00
2106 PLAIN DHOKLA	0.50	250.00	125.00

Sub Total 215.00

GST	Net Amt	SGST	CGST
5%	204.76	5.12	5.12
Total	204.76	5.12	5.12
Grand Total.			215.00

Cashier :RAM E & O E

Thank you for your visit
GOOD ONCE SOLD WILL NOT BE TAKEN BACK

ESTIMATE

Bought of / विक्रेता

Sold to / क्रेता

No. / क्रमांक Dated.. 10/06/24

QTY.	PARTICULARS	RATE	AMOUNT	
			Rs.	P.
	Tea for office (Rs. 10 x 7)			
Raju	Thank You धन्यवाद	TOTAL		

E. & O. E. भूल चूक लेनी देनी ।

Signature

Laptop Repair

GF-160, GF-62, Sector 43, VYAPAR KENDRA SUSHANT LOK, GURGAON

Mob.: 9899950629, 9999055159, E-mail: ilaptoprepair.23@gmail.com.

S.No. 357

Date 13/6/2024

M/s.

Cu

S. No.	Particulars	Qty.	Rate	AMOUNT	
				Rs.	P
	HP 77 Tower	1		500/-	
	Cat+gk				
			Total	500/-	

E.&O.E.

For, I Laptop Repair

Auth. Signatory