

Vaish & company

Expense Reimbursement

Employee Name: Sandeep Tiwari
ID:

Client Name: LDC
Department:

Business Purpose:

ICFR and Internal Audit

Expense Period	
From:	26-05-2024
To:	31-05-2024

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
5-27-24	Office to LDC	Rapido	100.00
5-28-24	Office to LDC	Rapido	96.00
5-29-24	Office to LDC and LDC to Office	Metro	60.00
5-30-24	Office to LDC and LDC to Office	Metro	60.00
5-31-24	Office to LDC and LDC to Office	Metro	60.00

SUBTOTAL 376.00

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

Less Cash Advance

TOTAL REIMBURSEMENT 376.00

Don't forget to attach receipts!

Sandeep

Employee Signature

Date:

Approval Signature

Date:

← Details

[? Tickets](#)

Auto Ride

28 May 2024 • 10:04 AM

₹96 • Completed



RIDE DETAILS



Sikanderpur Metro Station Gate no 2

Sikanderpur Metro Station, 27, DLF City, DLF Phase ...



15th Floor, Building No

Alfanar, DLF Cyber City, DLF Phase 2, Sector 24, Guru...

Duration

10.5 mins

Distance

4.0 kms

Ride ID

RD17168708405523316



SUPPORT

I have been charged higher than the estimated fare >

Ride Safety >

Billing Related Issues >

I want to report an issue about the Captain/Ride >

Ride Insurance >

← Details

[? Tickets](#)

Auto Ride

27 May 2024 • 10:04 AM

₹100 • Completed



RIDE DETAILS



Sikanderpur Metro Station Gate no 2

Sikanderpur Metro Station, Sikanderpur Delhi Metro...



15th Floor, Building No

Alfanar, DLF Cyber City, DLF Phase 2, Sector 24, Guru...

Duration

10.6 mins

Distance

4.0 kms

Ride ID

RD17167844452297623



SUPPORT

I have been charged higher than the estimated fare >

Ride Safety >

Billing Related Issues >

I want to report an issue about the Captain/Ride >

Ride Insurance >

Intrico Advisors Private Limited

Payment Voucher

Pay To: Metro

PV No.

Paid By: Sandeep Tiwari

Date: 26-May-24
31-05-2024

Serial No.	Payment Method	Refernece No.	Description		Amount
1	Cash		Office to LDC and LDC to Office		60
2	Cash		Office to LDC and LDC to Office		60
3	Cash		Office to LDC and LDC to Office		60
		TOTAL			180

Bank Account No:

Cheque No: NA

Prepared By:

Signature

Date:

Approved By: Sumit Agarwal

Signature

Date: