

Intrico Advisors Private Limited

Expense Reimbursement

Employee Name: **Tushar Gupta**
ID:

Expense Period
From: **29-04-2024**
To: **29-04-2024**

Client Name: **Ledvance Private Limited**
Department: **NA**

Business Purpose:

Travel to and fro- Woodstock Floors (Home) to Signature Tower (Client Location)

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
09-02-2024	Uber (To and Fro) + Food	Uber	418

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

SUBTOTAL **418.00**
Less Cash Advance
TOTAL REIMBURSEMENT **418.00**

Don't forget to attach receipts!

Tushar gupta.

Employee Signature

Date

Approval Signature

Date