

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
9-May-2024	Office to Home Conveyance at 1:30:am		617.00
7-Jun-2024	Office to Home Conveyance at 2:am		442.00
8-Jun-2024	Food Exp. Paid by Yogendra Sir for Office work		1,518.00
10-Jun-2024	Food Expenses for two Persons		420.00
SUBTOTAL			2,997.00
Less Cash Advance			
TOTAL REIMBURSEMENT			2,997.00

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

Don't forget to attach receipts!

Employee Signature _____ Date _____

Approval Signature _____ Date _____