

Vaish & Co.

Expense Reimbursement

Employee Name:	Komal Garg
ID:	Article

Client Name:	Intech Organic Limited
Department:	

Business Purpose:
Financials Statement

	Expense Period
From:	26-07-2024
To:	25-08-2024

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
21.08.2024	PG to Sumit Sir house	Travel	77.00
22.08.2024	PG to Sumit Sir house	Travel	83.00
22.08.2024	Refreshment - Birthday Celebration	Travel	1,049.00
22.08.2024	Refreshment - Birthday Celebration	Travel	5,145.00
24.08.2024	PG to Sumit Sir house	Travel	64.00
24.08.2024	Sumit Sir house to Intech	Travel	82.00
		SUBTOTAL	6,500.00
Note: Mileage reimbursement for personal car = Rs10/-pkm and bike= Rs5/- pkm		Less Cash Advance	
		TOTAL REIMBURSEMENT	6,500.00

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

Don't forget to attach receipts!

Employee Signature

Date: 25/08/2024

Approval Signature

Date: 25/08/2024

Domino's Pizza

Delivery Address
Airtel Plot 5 Office, Delhi NCR