

Intrico Advisors Private Limited

Expense Reimbursement

Employee Name: Sanjeev Kumar
Designation: Executive

Expense Period	
From:	01-05-2024
To:	31-05-2024

Client Name:
Department:

Business Purpose:

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
17-May-2024	Food Expenses at Office		670.00
SUBTOTAL			670.00
Less Cash Advance			
TOTAL REIMBURSEMENT			670.00

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

Don't forget to attach receipts!

Employee Signature

Date

Approval Signature

Date

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

—= INVOICE —=

Bill No :S-660309 21:24
Date :17/05/2024

HSN DESCRIPTION	Qty.	Price	Value
2106 SAM////SPL T HALI	2.00	295.00	590.00
2106 BUTTER ROTI	4.00	20.00	80.00
Sub Total			670.00

GST	Net Amt	SGST	CGST
5%	638.10	15.95	15.95
Total	638.10	15.95	15.95
Grand Total.			670.00

Cashier :RAM

E & O E

Thank you for your visit
NOT BE TAKEN BACK