

Intrico Advisors Private Limited

Expense Reimbursement

Employee Name: Sandeep Tiwari
ID:

Expense Period	
From:	01-04-2024
To:	25-04-2024

Client Name: Ledvance Private Ltd.
Department:

Business Purpose:
ICFR

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
1-Apr-24	Office Expense - Power Extension	Office Expense	500.00
17-Apr-24	Office to Guetermann	Ola+ Toll Tax	1,330.00
24-Apr-24	Office to Guetermann	Taxi	1,280.00
25-Apr-24	Office to Guetermann	Taxi	1,280.00
SUBTOTAL			4,390.00
Less Cash Advance			
TOTAL REIMBURSEMENT			4,390.00

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

Don't forget to attach receipts!

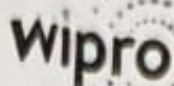
Sandeep

Employee Signature

Date:

Approval Signature

Date:



ESTI

M/s:

Date:

1/4/24

wipro



To SOHIL

₹200

Pay again

Split with friends

✓ Completed

Apr 17, 2024 10:04 AM



Kotak Mahindra Bank 9488



UPI transaction ID

410844618249

To: SOHIL

9813278479@ybl

From: SANDEEP KUMAR (Kotak Mahindra Bank)

sk62683@okhdfcbank

Google transaction ID

CICAgLDXqPO_KA

Powered by



Here's your receipt for your ride, Sandeep

We hope you enjoyed your ride this morning.

Total ₹1,130.88

Trip Charge ₹1,449.84

Subtotal ₹1,449.84

Promotion -₹318.96

Payments



 Google Pay ₹1,130.88
4/17/24 10:04 AM

[Visit the trip page](#) for more information, including invoices (where available)

The total of ₹1,130.88 has a GST of ₹59.19 included.

You rode with Tejpal
License Plate: HR74B9783

Go Intercity 69.02 kilometers | 1 h 20 min

 8:43 AM | 01, Block A, Sushant Lok Phase I, Sector 28, Gurugram, Haryana 122001, India
 10:03 AM | Plot No 59-72, Industrial Growth Center, HSIIDC, Bawal Pin code: 123501, HSIIDC, Sector 6, Bawal, Jalalpur, Haryana 123501, India

Fares are inclusive of GST. Please download the tax invoice from the trip detail page for a full tax breakdown.

DUTY-SLIP

ANOOP TAXI SERVICE

Near Rail Vihar, Gurgaon (Haryana)

Mob. 9717060722, 9910394219

Make Date 24/04/24

Car No. Driver Name Rajesh

Starting Meter at Starting Time.....

Closing Meter at Closing Time.....

Total Kms. Total Hrs.

Name of User Sandeep Phone No. 9311817486

Address Woodstock Blvd to Gurgaon
Rawal

Room No.

Booked by Sandeep

Purpose : Personnel/Office Use ☒

❖ Time & Km. Should be charged from Garage to garage.

❖ Minimum 250 Kms. per day average for out station.

❖ Toll Tax, Parking & State Tax will be Charged Extra.

❖ Advance if any.

Rs. 1280

Signature

Particulars	Rate		Amount	
	Rs.	P.	Rs.	P.

❖ Please indicate date, time & place if the car is required again



To Pooja Devi

₹1,280

Pay again

Split with friends

✓ Completed

24 Apr 2024 11:16 am



Kotak Mahindra Bank 9488



UPI transaction ID

411511524349

To: Pooja Devi

9718466165@paytm

From: SANDEEP KUMAR (Kotak Mahindra Bank)

sk62683@okhdfcbank

Google transaction ID

CICAgLDPg7--LA

Powered by





To Pooja Devi

₹1,280

Pay again

Split with friends

✓ Completed

25 Apr 2024 10:45 am



Kotak Mahindra Bank 9488



UPI transaction ID

411648261386

To: Pooja Devi

9718466165@paytm

From: SANDEEP KUMAR (Kotak Mahindra Bank)

sk62683@okhdfcbank

Google transaction ID

CICAgLCvmr-aMQ

Powered by



DUTY-SLIP

ANOOP TAXI SERVICE

Near Rail Vihar, Gurgaon (Haryana)

Mob. 9717060722, 9910394219

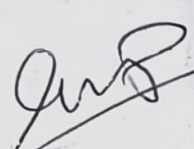
Make Date 25/04/24
Car No. Driver Name Rajesh
Starting Meter at Starting Time
Closing Meter at Closing Time
Total Kms. Total Hrs.
Name of User Sandeep Phone No. 931187486

Address woodstock Blvd to
Gutermann Bawal

Room No.

Booked by Sandeep

Purpose : Personnel/Office Use ☒


Signature

- ❖ Time & Km. Should be charged from Garage to garage.
- ❖ Minimum 250 Kms. per day average for out station.
- ❖ Toll Tax, Parking & State Tax will be Charged Extra.
- ❖ Advance if any.

Rs. 1280

Particulars	Rate		Amount	
	Rs.	P.	Rs.	P.

❖ Please indicate date, time & place if the car is required again