

Vaish & Co

Expense Reimbursement

Employee Name: Jai Chatwani
ID:

Client Name: Louis Dreyfus India Pvt Ltd
Department: Internal Audit

Expense Period	
From:	26/04/2024
To:	25/05/2024

Business Purpose:

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
7/5/2024	MG Road to LD Office	Uber Auto	69.00
7/5/2024	LD Office to MG Road	Uber Auto	80.00
10/5/24	Return from Sikanderpur to Office for purchasing UPS for office	Uber Auto	52.00

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

SUBTOTAL	201.00
Less Cash Advance	
TOTAL REIMBURSEMENT	201.00

Don't forget to attach receipts!

Employee Signature

Date - 25/05/2024

Approval Signature

Date

Here's your receipt for your ride, Jai

We hope you enjoyed your ride this afternoon.

Total ₹69.00

Trip charge ₹82.92

Subtotal ₹82.92

Rounding ₹0.18

Promotion -₹14.10

Payments

 Cash ₹69.00
5/7/24 2:51 pm

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


The total of ₹69.00 has a GST of ₹3.35 included.

You rode with SAMEER KHAN

License Plate: HR55AS0667

Uber Auto 4.64 kilometres | 9 min(s)

 2:41 pm | DM 12, basement, DLF Phase 2, Sector 25, Gurugram, Haryana 122001, India

 2:51 pm | DLF Cyber City, Building No. 5, Tower A, 8th Floor, DLF Phase III, DLF Cyber City, DLF Phase 2, Sector 24, Gurugram, Haryana 122002, India

**paytm**[Help](#)**Pitambar**

UPI linked Bank A/c

₹80

07 May, 07:53 PM

Ref. No: XX 6090

Check Balance

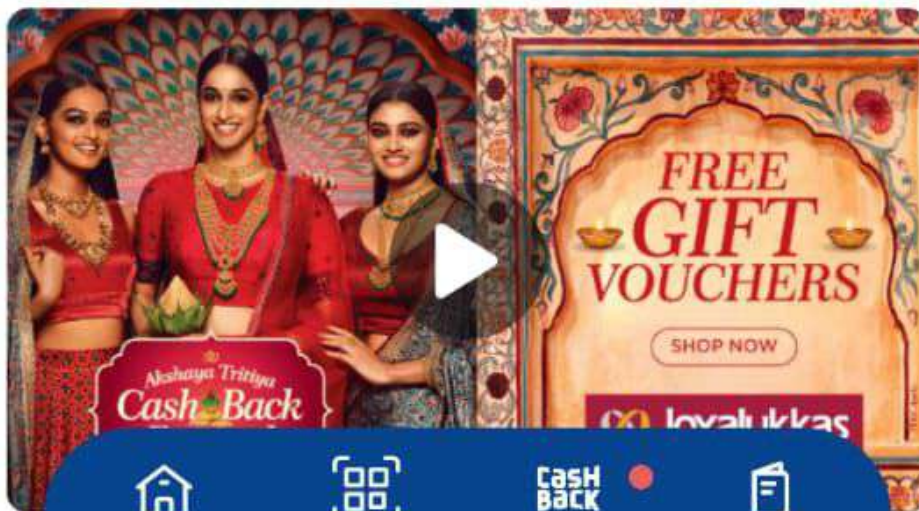
Share

Pay Again



Prepaid - 6264437221

Plan expires on Sun, May, 12

[Recharge](#)

Home



Scan



Cashback



Passbook



Here's your receipt for your ride, Jai

We hope you enjoyed your ride this afternoon.

Total ₹52.00

Trip charge ₹58.97

Subtotal ₹58.97

Rounding ₹0.35

Wait Time ₹3.26

Promotion -₹10.58

Payments

 Cash ₹52.00
5/10/24 1:34 pm

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

The total of ₹52.00 has a GST of ₹2.61 included.

You rode with Sundar
License Plate: HR55AB7389

Uber Auto 1.49 kilometres | 7 min(s)

- 1:25 pm | 2, Sikanderpur Market, Sikanderpur, DLF Phase 1, Sector 26, Gurugram, Haryana 122002, India
- 1:34 pm | DM10, Dakshin Marg, Heritage City, Sector 25, Gurugram, Haryana 122002, India