

# Vaish & Co

## Expense Reimbursement

Employee Name: Jai Chatwani  
ID:

Client Name: Guetermann India Pvt Ltd  
Department: Internal Audit

Business Purpose:

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

## Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
26/04/2024	Return from Tushar sir's residence to MG Road	Uber Auto	142.00
SUBTOTAL			142.00
Less Cash Advance			
TOTAL REIMBURSEMENT			142.00

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

**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 ₹142.00

Trip charge ₹167.41

Subtotal ₹167.41

Rounding -₹0.30

Promotion -₹25.11

Payments

 Cash ₹142.00  
4/26/24 5:22 pm

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

The total of ₹142.00 has a GST of ₹7.28 included.

You rode with Akash

License Plate: HR55AA0953

Uber Auto 13.21 kilometres | 25 min(s)

 4:56 pm | 134 2nd Floor Woodstock Floors, Nirvana Country, Sector 50, Gurugram, Haryana 122018, India

 5:22 pm | 798, Grace Rd, behind Sahara Mall, Saraswati Vihar, Chakkarpur, Sector 28, Gurugram, Haryana 122002, India