

# Vaish & Co

## Expense Reimbursement

Employee Name: Jai Chatwani

ID:

Expense Period

From: 26/04/2024

To: 25/05/2024

Client Name: Busch Vaccum Pvt Ltd

Department: Process Narratives & ICFR

Business Purpose:

## Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
29/04/2024	Return from Busch to MG Road	Uber Auto	245.00
2/5/2024	MG Road to Busch Vaccum	Uber Auto	234.00
2/5/2024	Return from Busch Vaccum to MG Road	Uber Auto	248.00
SUBTOTAL			727.00
Less Cash Advance			
TOTAL REIMBURSEMENT			727.00

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 evening.

Total ₹245.00

Trip charge ₹291.64

Subtotal ₹291.64

Rounding ₹0.02

Promotion -₹46.66

Payments

 Cash ₹245.00  
4/29/24 7:22 pm



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

The total of ₹245.00 has a GST of ₹12.55 included.

You rode with Upendra

License Plate: HR55AN3911

Uber Auto 23.33 kilometres | 40 min(s)

 6:40 pm | 103, Block M5, Imt Manesar Phase 3, Gurugram, Haryana 122050, India  
 7:22 pm | 798, Grace Rd, behind Sahara Mall, Saraswati Vihar, Chakkarpur, Sector 28, Gurugram, Haryana 122002, India

Here's your receipt for your ride, Jai

We hope you enjoyed your ride this morning.

Total ₹234.00

Trip charge ₹274.82

Subtotal ₹274.82

Rounding ₹0.40

Promotion -₹41.22

Payments

 Cash ₹234.00  
5/2/24 11:11 am



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

The total of ₹234.00 has a GST of ₹12.49 included.

You rode with AUODHYA PRASAD

License Plate: HR55AQ4140

Uber Auto 23.82 kilometres | 40 min(s)

 10:31 am | 798, Grace Rd, behind Sahara Mall, Saraswati Vihar, Chakkarpur, Sector 28, Gurugram, Haryana 122002, India  
 11:11 am | 103, Sector 5, Imt Manesar, Gurugram, Haryana 122050, India

Here's your receipt for your ride, Jai

We hope you enjoyed your ride this evening.

Total	₹248.00
Trip charge	₹291.64
Subtotal	₹291.64
Rounding	₹0.11
Promotion	-₹43.75

Payments

 Cash	₹248.00
5/2/24 8:02 pm	

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

The total of ₹248.00 has a GST of ₹13.01 included.

You rode with Prdip  
License Plate: HR55AQ2843

Uber Auto 23.26 kilometres | 37 min(s)

- 7:23 pm | 103, Block M5, Imt Manesar Phase 3, Gurugram, Haryana 122050, India
- 8:01 pm | 798, Grace Rd, behind Sahara Mall, Saraswati Vihar, Chakkarpur, Sector 28, Gurugram, Haryana 122002, India