

Intrico Advisors Private Limited

Expense Reimbursement

Employee Name: Tushar Gupta

ID:

Client Name: Guetermann India Private Limited

Department: NA

Expense Period

From: 09-04-2024

To: 26-04-2024

Business Purpose:

Travel to and fro- Woodstock Floors (Home) to Signature Tower (Client Location)

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
09-04-2024	Uber- To and Fro + Food	Uber	4,600
18-04-2024	Uber- To and Fro + Food	Uber	2,580
19-04-2024	Food	Uber	986
23-04-2024	Uber (To and Fro)	Uber	1,870
24-04-2024	Uber (To and Fro)	Uber	2,228

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

SUBTOTAL	12,264.00
Less Cash Advance	
TOTAL REIMBURSEMENT	12,264.00

Don't forget to attach receipts!

Tushar gupta.

Employee Signature

Date

Approval Signature

Date