

# Vaish & Co.

## Expense Reimbursement

Employee Name:	Komal Garg
ID:	Article

Client Name:	Vaish & Co.
Department:	

Business Purpose:

Admin Purpose - Refreshment
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	Expense Period
From:	26-07-2024
To:	25-08-2024

## Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
22.08.2024	Refreshment - Birthday Celebration	Travel	1,049.00
22.08.2024	Refreshment - Birthday Celebration	Travel	5,145.00
SUBTOTAL			6,194.00
Note: Mileage reimbursement for personal car = Rs10/-pkm and bike= Rs5/- pkm			
Less Cash Advance			
TOTAL REIMBURSEMENT			6,194.00

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

**Don't forget to attach receipts!**

**Employee Signature**

Date: 25/08/2024

**Approval Signature**

Date: 25/08/2024

Domino's Pizza

Delivery Address  
Airtel Plot 5 Office, Delhi NCR