

Intrico Advisors Private Limited

Expense Reimbursement

Employee Name: Chirag Gandhi
ID:

Client Name: BSC Interior Pvt Ltd
Department:

Expense Period	
From:	01-04-2024
To:	31-04-2024

Business Purpose:
stock audit

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
4-2-24	home to client place (metro)		50.00
4-2-24	home to client place (uber)		41.00
4-2-24	client place to home (riksha)		20.00
4-2-24	client place to home(metro)		50.00
4-3-24	home to client place (metro)		50.00
4-3-24	home to client place (uber)		30.00
4-3-24	client place to home (riksha)		20.00
4-3-24	client place to home(metro)		50.00
4-4-24	home to client place (metro)		50.00
4-4-24	home to client place (uber)		20.00
4-4-24	client place to home (riksha)		20.00
4-4-24	client place to home(metro)		50.00
SUBTOTAL			451.00
Less Cash Advance			
TOTAL REIMBURSEMENT			451.00

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

Don't forget to attach receipts!

chirag	30-04-2024
Employee Signature	Date

Approval Signature	Date
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Uber

2 April 2024

Here's your receipt for your ride, Chirag

We hope you enjoyed your ride this morning.

Total	₹29.00
<hr/>	
Trip charge	₹26.40
<hr/>	
Subtotal	₹26.41
Rounding	₹0.12
Rider Promotion	₹0.29
<hr/>	

Payments

 Cash	₹29.00
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[Visit the app](#) for more information, including invoices (where available)

The total of ₹29.00 has a GST of ₹1.36 included.

You rode with CHIRAGVEJAMAR

License: PWD-04000007

Uber Mile 2.13 Miles/Min: 7



10.46 Chirag Phase II, Chirag Industrial Estate, New Delhi, Delhi 110025, India

10.57 D-15, Pocket C, Chirag Phase I, Chirag Industrial Estate, New Delhi, Delhi 110023, India

Uber

2 April 2024

Here's your receipt for your ride, Chirag

We hope you enjoyed your ride this morning.

Total	₹41.00
<hr/>	
Trip charge	₹40.27
<hr/>	
Subtotal	₹41.27
Rounding	₹0.14
Rider Promotion	₹0.41
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Payments

 Cash	₹41.00
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[Visit the app](#) for more information, including invoices (where available)

The total of ₹41.00 has a GST of ₹1.96 included.

Intrico Advisors Private Limited
Payment Voucher

Pay To:

PV No.

Paid By:

Chirag Gandhi

Date:

04-Apr-24

Serial No.	Payment Method	Refernece No.	Description	Amount
	cash		Metro token	100
	cash		Riksha	40
			TOTAL	140

Bank Account No:

Cheque No: NA

Prepared By: chirag

Signature

Date:

30-Apr-24

Approved By: Sumit Agarwal

Signature

Date:

Intrico Advisors Private Limited
Payment Voucher

Pay To:

PV No.

Paid By:

Chirag Gandhi

Date:

03-Apr-24

Serial No.	Payment Method	Refernece No.	Description	Amount
	cash		Metro token	100
	cash		Riksha	20
			TOTAL	120

Bank Account No:

Cheque No: NA

Prepared By: chirag

Signature

Date:

30-Apr-24

Approved By: Sumit Agarwal

Signature

Date:

Intrico Advisors Private Limited
Payment Voucher

Pay To:

PV No.

Paid By:

Chirag Gandhi

Date:

02-Apr-24

Serial No.	Payment Method	Refernece No.	Description	Amount
	cash		Metro tocken	100
	cash		Risksha	20
			TOTAL	120

Bank Account No:

Cheque No: NA

Prepared By: chirag

Signature

Date:

30-Apr-24

Approved By: Sumit Agarwal

Signature

Date: