

# Intrico Advisors Private Limited

## Expense Reimbursement

Employee Name: Mahesh Kumar Matolia  
ID:

Client Name: Intech  
Department:

Business Purpose:  
ICFR

Expense Period  
From: 5/26/2024  
To: 6/25/2024

## Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
19/Jun/24	Going to Intech	Uber Auto	445.00
19/Jun/24	Coming from Intech	Uber Auto	136.00
21/Jun/24	Going to Intech	Uber Auto	240.00
21/Jun/24	Coming from Intech	Uber Auto	180.00
25/Jun/24	Going to Intech	Uber Auto	200.00

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

SUBTOTAL 1,201.00  
Less Cash Advance  
TOTAL REIMBURSEMENT 1,201.00  
Don't forget to attach receipts!

Employee Signature Date:

Approval Signature Date: