

Intrico Advisors Private Limited

Expense Reimbursement

Employee Name: Tushar Gupta

ID:

Expense Period

From: 19-02-2024

To: 28-03-2024

Client Name: Busch Vaccumm Private Limited

Department: NA

Business Purpose:

Travel to and fro- Woodstock Floors (Home) to IMT Manesar (Client Location)

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
19-02-2024	Self Drive @40km per day (20km each side)	Self Drive	400
20-02-2024	Self Drive @40km per day (20km each side)	Self Drive	400
26-02-2024	Self Drive @40km per day (20km each side)	Self Drive	400
28-02-2024	Self Drive @40km per day (20km each side)	Self Drive	400
29-02-2024	Self Drive @40km per day (20km each side)	Self Drive	400
14-03-2024	Self Drive @40km per day (20km each side)	Self Drive	400
15-03-2024	Self Drive @40km per day (20km each side)	Self Drive	400
18-03-2024	Self Drive @40km per day (20km each side)	Self Drive	400
19-03-2024	Self Drive @40km per day (20km each side)	Self Drive	400
22-03-2024	Self Drive @40km per day (20km each side)	Self Drive	400
27-03-2024	Self Drive @40km per day (20km each side)	Self Drive	400
28-03-2024	Self Drive @40km per day (20km each side)	Self Drive	400

SUBTOTAL 4,800.00

Less Cash Advance

TOTAL REIMBURSEMENT 4,800.00

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

Don't forget to attach receipts!

Tushar Gupta

Employee Signature

Date

Approval Signature

Date