

# Intrico Advisors Private Limited

## Expense Reimbursement

Employee Name:	Komal Garg
ID:	Article

Client Name:	Intrico Advisors Private Limited
Department:	

Business Purpose:

## General Office Administration

	Expense Period
From:	01-05-2024
To:	27.05.2024

## Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
04.05.2024	Refreshment for Client	Client	1,355.00
		SUBTOTAL	1,355.00
Note: Mileage reimbursement for personal car = Rs10/-pkm and bike= Rs5/- pkm		Less Cash Advance	10,000.00
		TOTAL REIMBURSEMENT	(8,645.00)

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

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

**Employee Signature**

Date: 27/05/2024

**Approval Signature**

Date: 27/05/2024

**Savio Cook House & Grill**  
GST-06AAFCF1245G1ZZ

Name:

Date: 04/05/24 **Dine In: SOB**  
19:27  
Cashier: yogesh Bill No.: 20936

Item	Qty.	Price	Amount
Disposal Glass	2	30.00	60.00
Ice Bucket	1	99.00	99.00
M `water	1	99.00	99.00
Tandoori Paneer Tikka	1	495.00	495.00
Dal Makhani	1	425.00	425.00

Total Qty: 6 <sup>Sib</sup> Total 1178.00

SC 117.80  
CGST 2.5% 29.45  
SGST 2.5% 29.45

Round off +0.30  
**Grand Total ₹ 1355.00**

Thanks