

# Intrico Advisors Private Limited

## Expense Reimbursement

Employee Name: Tushar Gupta

ID:

Client Name: Dee Piping

Department: NA

Expense Period

From: 01-04-2024

To: 03-03-2024

Business Purpose:

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

## Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
01-04-2024	Uber- From Home to Palwal	Uber	800
01-04-2024	Uber- From Palwal to Home	Uber	880
03-04-2024	Uber- From Home to Palwal	Uber	993
03-04-2024	Uber- From Palwal to Home	Uber	900

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

SUBTOTAL	3,573.00
Less Cash Advance	
TOTAL REIMBURSEMENT	3,573.00

Don't forget to attach receipts!

Tushar gupta.

Employee Signature

Date

Approval Signature

Date