

Intrico Advisors Private Limited

Expense Reimbursement

Employee Name: Sanjeev Kumar

Designation: Executive

Client Name:

Department:

Expense Period

From: 01-06-2024

To: 30-06-2024

Business Purpose:

Itemized Expenses

DATE		DESCRIPTION	CATEGORY	COST
26-Jun-2024		Electricity Bill paid		18,372.00
26-Jun-2024		Paid to Babu For Office Expenses		1,127.00
26-Jun-2024		Paid to Motilal for gardening for May 24		1,500.00
			SUBTOTAL	20,999.00
			Less Cash Advance	
			TOTAL REIMBURSEMENT	20,999.00

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

Don't forget to attach receipts!

Employee Signature

Date

Approval Signature

Date

Current Context

Person GIRISH GROVER
 Account ID 3681423708 1 GIRISH GROVER, NDS, INR18,105.24, 3681423708
 Current Balance INR18,105.24
 Payoff Balance INR-65,772.78
 Premise 10, DAKSHIN MARG, DLF PHASE II, GURUGRAM, HR, 122001

- Financial Information

Current Balance INR18,105.24

 Payoff Balance INR-65,772.78
 Last Payment 16/05/2024, INR9,505.00
 Last Billed 12/06/2024, INR18,105.24, Due Date 24/06/2024
 Previous Bill 14/05/2024, INR9,508.25
 Next Bill Date 01/07/2024
 Payment(s) Pending Upload INR18,372.00

- Account Financial History

	Arrears Date	Financial Transaction Type	Current Amount	Current Balance	Payoff Amount	Payoff Balance
	24/06/2024	Bill Segment	INR18,101.99	INR18,105.24	INR18,105.24	INR-65,772.78
	24/05/2024	LPS Energy	INR3.00	INR3.25	INR3.25	INR-83,874.78
	24/05/2024	Bill Segment	INR11,893.64	INR0.25	INR11,893.64	INR-83,877.78
	24/05/2024	Security Deposit interest	INR-2,392.99	INR-11,893.39	INR-2,392.99	INR-95,771.78
	16/05/2024	Pay Segment	INR-9,505.00	INR-9,500.40	INR-9,505.00	INR-93,378.78
	22/04/2024	LPS Energy	INR5.00	INR4.60	INR5.00	INR-83,873.78
	22/04/2024	Bill Segment	INR8,672.13	INR-0.40	INR8,672.13	INR-83,878.78
	18/04/2024	Pay Segment	INR-8,678.00	INR-8,672.53	INR-8,678.00	INR-92,550.78
	22/03/2024	LPS Energy	INR5.00	INR5.47	INR5.00	INR-83,872.78
	22/03/2024	Bill Segment	INR5,032.37	INR0.47	INR5,032.37	INR-83,877.78
	18/03/2024	Pay Segment	INR-5,037.00	INR-5,031.90	INR-5,037.00	INR-88,909.78
	23/02/2024	LPS Energy	INR5.00	INR5.10	INR5.00	INR-83,872.78

QT

Bought of / विक्रेता

No. / क्रमांक Dated 26/06/24

E. & O. E. भूल चूक लेनी देनी।

इस्ताक्षर

Bought of / विक्रेता

Sold to / क्रेता

No. / क्रमांक Dated.....

QTY.	PARTICULARS	RATE	AMOUNT	
			Rs.	P.
	Motilal			
	Paid to motilal for		1500/-	
	Mali work (gardening) of plants)			
	for May & June			
Raju	Thank You धन्यवाद	TOTAL	1500/-	

E. & O. E. भूल चूक लेनी देनी।