

Vaish & Co.

Expense Reimbursement

Employee Name: Komal Garg
ID: Article

Client Name: Gourmet Investments Private Limited
Department:

Business Purpose:

SOP

Expense Period	
From:	01-06-2024
To:	25-06-2024

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
17.06.2024	PG to GIPL (Auto) (Cash paid)	Travel	50.00
20.06.2024	GIPL to PG (Bike)	Travel	54.00
24.06.2024	PG to GIPL (Auto)	Travel	60.00
24.06.2024	GIPL to Office (Auto)	Travel	53.00

SUBTOTAL 217.00

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

Less Cash Advance

TOTAL REIMBURSEMENT 217.00

Don't forget to attach receipts!

Employee Signature

Date: 25/06/2024

Approval Signature

Date: 25/06/2024

Here's your receipt for your ride, Komal

We hope you enjoyed your ride this evening.

Total ₹54.00

Trip Charge ₹54.06

Subtotal ₹54.06

Rounding ₹0.48

Rider Promotion -₹0.54

Payments

 Cash ₹54.00
6/20/24 7:28 PM

[Visit the trip page](#) for more information, including invoices (where available)

The total of ₹54.00 has a GST of ₹2.63 included.

You rode with RAJU
License Plate: DL12SL6870

Uber Moto 5.33 kilometers | 14 min

7:13 PM | BLC-143, Golf Course Road, DLF Phase 5, Sector 54, Gurugram, Haryana 122002, India
7:27 PM | Saraswati Kunj-1, Parsvnath Exotica, Sector 53, Gurugram, Haryana 122022, India

Fares are inclusive of GST. Please download the tax invoice from the trip detail page for a full tax breakdown.

Here's your receipt for your ride, Komal

We hope you enjoyed your ride this afternoon.

Total ₹53.00

Trip Charge ₹63.08

Subtotal ₹63.08

Rounding ₹0.01

Promotion -₹10.09

Payments

 Cash ₹53.00
6/24/24 1:15 PM

[Visit the trip page](#) for more information, including invoices (where available)

The total of ₹53.00 has a GST of ₹2.54 included.

You rode with Mantesh

License Plate: HR55Y3150

Uber Auto 3.91 kilometers | 8 min

 1:06 PM | BLC-143, Golf Course Road, DLF Phase 5, Sector 54, Gurugram, Haryana 122002, India

 1:14 PM | 10, Dakshin Marg, near Samrat, Heritage City, Sector 25, Gurugram, Haryana 122002, India

Here's your receipt for your ride, Komal

We hope you enjoyed your ride this morning.

Total

₹60.00

Trip Charge

₹69.92

Subtotal

₹69.92

Rounding

₹0.50

Wait Time

₹0.91

Promotion

-₹11.33

Payments

Cash

6/24/24 10:35 AM

₹60.00

[Visit the trip page](#) for more information, including invoices (where available)

The total of ₹60.00 has a GST of ₹3.12 included.

You rode with ROHIT
License Plate: HR38T8783

Uber Auto 2.54 kilometers | 6 min

10:28 AM | 102, Parsvnath Exotica, DLF Phase 5, Sector 53, Gurugram, Haryana 122022, India

10:34 AM | BLC-143, Golf Course Road, DLF Phase 5, Sector 54, Gurugram, Haryana 122002, India