

Vaish & company

Expense Reimbursement

Employee Name: Sandeep Tiwari
ID:

Client Name: LDC & Dee Piping
Department:

Business Purpose:

ICFR and Internal Audit

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

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
6-3-24	Office to LDC and LDC to Office	Metro	60.00
6-4-24	Office to LDC and LDC to Office	Metro	60.00
6-5-24	Office to LDC and LDC to Office	Metro	60.00
6-6-24	Office to LDC and LDC to Office	Metro	60.00
6-7-24	Dee Piping	Auto	60.00
6-13-24	Office to LDC and LDC to Office	Metro	60.00
6-14-24	Office to LDC and LDC to Office	Metro	60.00
6-20-24	Office to LDC and LDC to Office	Metro	60.00
6-21-24	Office to LDC and LDC to Office	Metro	60.00
6-24-24	Office to LDC and LDC to Office	Metro	60.00
6-25-24	Office to LDC and LDC to Office	Rapido	190.00
SUBTOTAL			790.00
Less Cash Advance			
TOTAL REIMBURSEMENT			790.00

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

Don't forget to attach receipts!

Sandeep

Employee Signature

Date:

Approval Signature

Date:

← Details

[? Tickets](#)

Auto Ride

25 Jun 2024 • 10:28 AM

₹190 • Completed



RIDE DETAILS



Woodstock Floors, 135

Nirvana Country, Sector 50, Gurugram, Haryana 122...



U1/1, Street No. 1

U Block, DLF Phase 3, Sector 24, Gurugram, Haryana...

Duration	35.8 mins
Distance	16.2 kms
Ride ID	RD17192914875790919



RIDE SUMMARY

Total Fare

₹190.0 ^

Paid via Cash

Total Fare

₹190.0



[Send via Email](#)



SUPPORT

I have been charged higher than the estimated fare



Intrico Advisors Private Limited
Payment Voucher

Pay To:	Metro	PV No.
Paid By:	Sandeep Tiwari	Date: 01-Jun-24 25-06-2024

Pay To:	Metro	PV No.
Paid By:	Sandeep Tiwari	Date: 01-Jun-24 25-06-2024

Pay To:	Metro	PV No.
Paid By:	Sandeep Tiwari	Date: 01-Jun-24 25-06-2024

Pay To:	Metro	PV No.
Paid By:	Sandeep Tiwari	Date: 01-Jun-24 25-06-2024

Serial No.	Payment Method	Refernece No.	Description			Amount
1	Cash		Office to LDC and LDC to Office			540
2	Cash		Office to Dee Piping			60
		TOTAL				600

Bank Account No: **Cheque No: NA**

Bank Account No: **Cheque No: NA**

Prepared By:

Signature

Date:

Approved By: Sumit Agarwal

Signature

Date: