

# Vaish & company

## Expense Reimbursement

Employee Name: Aman Nagar  
ID:

Client Name: GIPL  
Department:

Business Purpose:

SOP Creation

Expense Period	
From:	5/1/2024
To:	5/25/2024

## Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
5/8/24	Office to GIPL	Rapido	108.00
5/8/24	GIPL to Office	Uber	118.00
5/9/24	Office to GIPL	Rapido	110.00
5/22/24	Office to GIPL	Rapido	64.00
5/22/24	GIPL to Office	Rapido	135.00

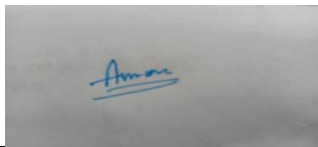
SUBTOTAL 535.00

Less Cash Advance

TOTAL REIMBURSEMENT 535.00

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

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



Employee Signature

Date:5-26-24

Approval Signature

Date:



**Auto Ride**

08 May 2024 • 10:04 AM

₹108 • Completed



**RIDE DETAILS**



**800, A-46 Rd**

Saraswati Vihar, Chakkarpur, Sector 28, Gurugr...



**F33W+PXG**

near American Express, Harizan Colony, Sector...

Duration

9.7 mins

Distance

5.1 kms

Ride ID

RD17151428728768904



**INVOICE**

**Total Fare**

**₹0.0**



**SUPPORT**

I have been charged higher than the  
estimated fare



We hope you enjoyed your ride this afternoon.

**Total** ₹118.00

Trip Charge ₹130.68

**Subtotal** ₹130.68

Rounding ₹0.39

Promotion -₹13.07

**Payments**



Cash

5/8/24 1:36 PM

₹118.00

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

The total of ₹118.00 has a GST of ₹8.86 included.

You rode with HARISH MAURYA

License Plate: HR55AS3161

**Uber Go** 3.83 kilometers | 8 min



1:27 PM | BLC-143, Golf Course Road, DLF Phase 5, Sector 54, Gurugram, Haryana 122002, India

1:36 PM | 10, Dakshin Marg, near Samrat, Heritage City, Sector 25, Gurugram, Haryana 122002, India

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



### Auto Ride

09 May 2024 • 10:11 AM

₹110 • Completed



### RIDE DETAILS



**800, A-46 Rd**

Saraswati Vihar, Chakkarpur, Sector 28, Gurugr...



**3, Golf Course Rd**

Sector 43, Gurugram, Haryana 122001, India

Duration 11.2 mins

Distance 5.1 kms

Ride ID RD17152297068815906



### INVOICE

**Total Fare**

**₹0.0**



### SUPPORT

I have been charged higher than the  
estimated fare



**Bike Ride**



22 May 2024 • 10:03 AM

₹64 • Completed



**RIDE DETAILS**



**Universal Gym - Available at Cult.fit**

Grace Road, Saraswati Vihar, Chakkarpur, Secto...



**MPD Tower, DLF Phase V**

Golf Course Rd, DLF Phase 5, Sector 43, Gurugr...

Duration	15.2 mins
Distance	6.5 kms
Ride ID	RD17163524200722660



**INVOICE**

**Total Fare**

**₹64.0** ^

Paid via Cash

Ride Charge	₹50.74
Booking Fees & Convenience Charges	₹13.26



**Send via Email**



### Cab Ride



22 May 2024 • 02:33 PM

₹135 • Completed



### RIDE DETAILS



**3, Golf Course Rd**

Sector 43, Gurugram, Haryana 122001, India



**1, Lane K No 3**

near Samrat Sweets, Phase 2, DLF Phase 2, Sec...

Duration

9.1 mins

Distance

3.9 kms

Ride ID

RD17163685817502501



### RIDE SUMMARY

**Total Fare**

**₹135.0** ^

Paid via Cash

Ride Charge

₹135.0



[Send via Email](#)



**SUPPORT**