

Vaish & Co

Expense Reimbursement

Employee Name:	Palak Agarwal
ID:	Article

Client Name:	Hindustan Coca Cola Beverages Pvt Ltd
Department:	

Business Purpose:

Audit

Expense Period

From: 21-06-2024

To: 25-07-2024

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
21.06.2024	Courier of Bank confirmation letters		450.00
SUBTOTAL			450.00
Note: Mileage reimbursement for personal car = Rs10/-pkm and bike= Rs5/- pkm			
Less Cash Advance			
TOTAL REIMBURSEMENT			450.00

Don't forget to attach receipts!

Employee Signature

Date: 25/07/2024

Approval Signature

Date: 25/07/2024

DTDC		DTDC Express Limited Regd. Office: No-3, Victoria Road Bengaluru - 560047		ORIGIN	DEST.
Non Negotiable Consignment Note / Subject to Bengaluru Jurisdiction.		POUCH NO.		DATE	
1 Sender's (Consignor) Name: <u>Vashan</u> Company Name & Address: <u>21/629</u> City: <u>MUMBAI</u> State: <u>MAHARASHTRA</u> PIN Code: <u>400067</u>		2 Recipient's (Consignee) Name: <u>CITY SAMPADA</u> Company Name & Address: <u>MUMBAI</u> City: <u>MUMBAI</u> State: <u>MAHARASHTRA</u> PIN Code: <u>400067</u>		3 Nature of consignment (✓) <input checked="" type="checkbox"/> Dox <input type="checkbox"/> Non-Dox <input type="checkbox"/> Total Num Pcs: <u>150</u>	
4 Description of Content		5 Paper Work Enclosures		6 Type of consignment (✓) <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Non Commercial <input type="checkbox"/> Value Added Services <input type="checkbox"/> Not Available <input type="checkbox"/> CN Expiry Date	
10 I/We declare that this consignment does not contain personal mail, cash, jewellery, contraband, illegal drugs, any prohibited items and commodities which can cause safety hazards while transporting		9 Charges Amount(₹) a) Tariff (incl. OF FSC + Taxes) b) Risk Surcharge c) Total amount (a+b) Above charges are inclusive of GST & other taxes if applicable Mode of Payment: Cash <input type="checkbox"/> Card <input type="checkbox"/> Wallet <input type="checkbox"/>		8 Mode (✓) <input checked="" type="checkbox"/> Surface <input type="checkbox"/> Air Cargo <input type="checkbox"/> Express <input type="checkbox"/>	
11 Booking Branch / Franchise Code		12 Risk Surcharge		Consignment Number: <u>241887769</u>	
Sender's Signature & Seal		Courier Signature		Owner <input type="checkbox"/> Carrier <input type="checkbox"/>	
Date: <u>21/6/24</u> Time: <u>AM/PM</u> I have read, and understood terms & conditions printed overleaf of this consignment note and I agree to the same.		http://www.dtdc.in customersupport@dttdc.com +91-9606 911 811		SENDER COPY Jan. 2024	

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11 Booking Branch / Franchise Code		12 Risk Surcharge		Consignment Number: <u>241887773</u>	
Sender's Signature & Seal		Courier Signature		Owner <input type="checkbox"/> Carrier <input type="checkbox"/>	
Date: <u>21/6/24</u> Time: <u>AM/PM</u> I have read, and understood terms & conditions printed overleaf of this consignment note and I agree to the same.		http://www.dtdc.in customersupport@dttdc.com +91-9606 911 811		SENDER COPY Jan. 2024	

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11 Booking Branch / Franchise Code		12 Risk Surcharge		Consignment Number: <u>241887774</u>	
Sender's Signature & Seal		Courier Signature		Owner <input type="checkbox"/> Carrier <input type="checkbox"/>	
Date: <u>21/6/24</u> Time: <u>AM/PM</u> I have read, and understood terms & conditions printed overleaf of this consignment note and I agree to the same.		http://www.dtdc.in customersupport@dttdc.com +91-9606 911 811		SENDER COPY Jan. 2024	

Signature & Seal

11

Booking Branch / Franchisee Code

12

Risk Surcharge

Owner

Carrier

Jan. 2024



Available at select cities & pin codes

Time: AM/PM

Courier Signature

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