

Vaish & Co.

Expense Reimbursement

Employee Name: Komal Garg
ID: Article

Client Name: Gourmet Investments Private Limited
Department:

Business Purpose:

SOP and RCM

Expense Period
From: 26-06-2024
To: 25-07-2024

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
26.06.2024	PG to GIPL (Auto)	Travel	59.00
26.06.2024	GIPL to Office (Auto)	Travel	53.00
08.07.2024	Office to GIPL (Auto)	Travel	68.00
09.07.2024	PG to GIPL (Auto) (Cash paid)	Travel	50.00
09.07.2024	GIPL to Office (Auto)	Travel	53.00
10.07.2024	PG to GIPL (Auto) (Cash paid)	Travel	50.00
10.07.2024	GIPL to Office (Auto)	Travel	53.00
11.07.2024	PG to GIPL (Auto) (Cash paid)	Travel	50.00
11.07.2024	GIPL to PG (Auto)	Travel	52.00
12.07.2024	PG to GIPL (Auto) (Cash paid)	Travel	40.00

SUBTOTAL 528.00

Less Cash Advance

TOTAL REIMBURSEMENT 528.00

Don't forget to attach receipts!

Employee Signature

Date: 25/07/2024

Approval Signature

Date: 25/07/2024

Details

[Tickets](#)

Bike Ride

11 Jul 2024 • 07:48 PM

₹52 • Completed



RIDE DETAILS



3, Golf Course Rd

Sector 43, Gurugram, Haryana 122001, In...



101 sarasvati kunj

Parsvnath Exotica, DLF Phase 5, Sector 53...

Duration 13.1 mins

Distance 4.8 kms

Ride ID RD17207075238791792



INVOICE

Total Fare**₹52.0**

Paid via QR Pay

[Send via Email](#)

Here's your receipt for your ride, Komal

We hope you enjoyed your ride this afternoon.

Total ₹67.64


Trip Charge ₹79.80

Subtotal ₹79.80

Rounding -₹0.19

Promotion -₹11.97

Payments

 Uber Cash ₹1.64
7/8/24 4:50 PM

 Cash ₹66.00
7/8/24 4:50 PM

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

The total of ₹67.64 has a GST of ₹3.33 included.

You rode with NURUL

License Plate: HR55X2963

Uber Auto 5.51 kilometers | 10 min

 4:33 PM | 10, Dakshin Marg, near Samrat, Heritage City, Sector 25, Gurugram, Haryana 122002, India

 4:49 PM | BLC-143, Golf Course Road, DLF Phase 5, Sector 54, Gurugram, Haryana 122002, India

Here's your receipt for your ride, Komal

We hope you enjoyed your ride this afternoon.

Total ₹53.00

Trip Charge ₹62.90

Subtotal ₹62.90

Rounding -₹0.46

Promotion -₹9.44

Payments

 Cash ₹53.00
7/9/24 2:41 PM

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

The total of ₹53.00 has a GST of ₹2.51 included.

You rode with Aalam

License Plate: HR38AA5139

Uber Auto 3.77 kilometers | 9 min

 2:31 PM | BLC-143, Golf Course Road, DLF Phase 5, Sector 54, Gurugram, Haryana 122002, India

 2:40 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 afternoon.

Total ₹53.00

Trip Charge ₹62.74

Subtotal ₹62.74

Rounding -₹0.33

Promotion -₹9.41

Payments

 Cash ₹53.00
7/10/24 2:40 PM

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

The total of ₹53.00 has a GST of ₹2.52 included.

You rode with Ariful Mandal

License Plate: HR55AE2201

Uber Auto 3.74 kilometers | 9 min

 2:30 PM | BLC-143, Golf Course Road, DLF Phase 5, Sector 54, Gurugram, Haryana 122002, India

 2:40 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 ₹59.00

Trip Charge ₹70.03

Subtotal ₹70.03

Rounding ₹0.17

Promotion -₹11.20

Payments

 Cash ₹59.00
6/26/24 9:05 AM

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

The total of ₹59.00 has a GST of ₹3.03 included.

You rode with SONU

License Plate: HR38AA5925

Uber Auto 1.74 kilometers | 3 min

9:01 AM | 102, Parsvnath Exotica, DLF Phase 5, Sector 53, Gurugram, Haryana 122022, India
9:05 AM | 122003, The Belaire DLF 5, Golf Course Road, Harizan Colony, DLF Phase 5, Sector 43, Gurugram, Haryana 122002, India

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
6/26/24 12:36 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 NEETESH SINGH KUSHWAH

License Plate: HR74B9757

Uber Auto 4.11 kilometers | 8 min

-  12:26 PM | BLC-143, Golf Course Road, DLF Phase 5, Sector 54, Gurugram, Haryana 122002, India
-  12:36 PM | 10, Dakshin Marg, near Samrat, Heritage City, Sector 25, Gurugram, Haryana 122002, India