

# Intrico Advisors Private Limited

## Expense Reimbursement

Employee Name: Mahesh Kumar Matolia

ID:

Expense Period

From: 4/8/2024

To: 4/25/2024

Client Name: Leixir

Department: ICFR

Business Purpose:

ICFR

## Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
4/8/24	Going to Leixir	Uber Auto	164.00
4/8/24	Coming from Leixir	Uber Auto	146.00
4/9/24	Going to Leixir	Uber Auto	132.00
4/9/24	Coming from Leixir	Uber Auto	146.00
4/10/24	Going to Leixir	Uber Auto	132.00
4/10/24	Coming from Leixir	Uber Auto	135.00
4/13/24	Going to Leixir	Uber Auto	146.00
4/13/24	Coming from Leixir	Uber Auto	149.00
4/14/24	Going to Leixir	Uber Auto	168.00
4/14/24	Coming from Leixir	Uber Auto	149.00
4/15/24	Going to Leixir	Uber Auto	146.00
4/15/24	Coming from Leixir	Uber Auto	183.00
4/16/24	Going to Leixir	Uber Auto	138.00
4/16/24	Coming from Leixir	Uber Auto	150.00
4/17/24	Going to Leixir	Uber Auto	145.00
4/17/24	Coming from Leixir	Uber Auto	150.00
4/20/24	Going to Leixir	Uber Auto	134.00
4/20/24	Coming from Leixir	Uber Auto	147.00
4/21/24	Going to Leixir	Uber Auto	134.00
4/21/24	Coming from Leixir	Uber Auto	136.00
4/22/24	Going to Leixir	Uber Auto	142.00
4/22/24	Coming from Leixir	Uber Auto	147.00
4/23/24	Going to Leixir	Uber Auto	111.00
4/23/24	Coming from Leixir	Uber Auto	148.00
4/24/24	Going to Leixir	Uber Auto	147.00
4/24/24	Coming from Leixir	Uber Auto	148.00

SUBTOTAL 3,773.00

Less Cash Advance

TOTAL REIMBURSEMENT 3,773.00

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

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

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**Employee Signature**

Date:

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**Approval Signature**

Date: