

# Vaish & Co

## Expense Reimbursement

Employee Name: Jai Chatwani  
ID:

Client Name: Louis Dreyfus India Pvt Ltd  
Department: Internal Audit

Expense Period	
From:	26/04/2024
To:	25/05/2024

Business Purpose:

## Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
7/5/2024	MG Road to LD Office	Uber Auto	69.00
7/5/2024	LD Office to MG Road	Uber Auto	80.00
10/5/24	Return from Sikanderpur to Office for purchasing UPS for office	Uber Auto	52.00

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

SUBTOTAL	201.00
Less Cash Advance	
TOTAL REIMBURSEMENT	201.00

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

Employee Signature

Date - 25/05/2024

Approval Signature

Date