

Intrico Advisors Private Limited

Expense Reimbursement

Employee Name:

ID:

Client Name:

Department:

Expense Period	
From:	<input type="text" value="21-03-2024"/>
To:	<input type="text" value="21-03-2024"/>

Business Purpose:

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
21-03-2024	Uber- From Home to Palwal	Uber	1,000
20-02-2024	Uber- From Palwal to Home	Uber	803

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

SUBTOTAL	<input type="text" value="1,803.00"/>
Less Cash Advance	<input type="text"/>
TOTAL REIMBURSEMENT	<input type="text" value="1,803.00"/>

Don't forget to attach receipts!

Tushar gupta.

Employee Signature _____ Date _____

Approval Signature _____ Date _____