**Reimbursement Request Form**

**Employee Information**

* **Employee Name:** Narasimha Reddy Gangadasari
* **Employee ID:** 111018
* **Department:** Functional Team
* **Manager/Supervisor Name:** Muralidhar Reddy Nara
* **Date of Request:** 21/05/2025

**Expense Summary**

| **Expense Date** | **Expense Description** | **Category** | **Amount (INR)** | **Receipt Attached?** |
| --- | --- | --- | --- | --- |
| 10-May-2025 | Snacks & Drinks | Food | Rs.320.00 | Yes |
| 14-May-2025 | Snacks & Drinks | Food | Rs.524.00 | Yes |
| 16-May-2025 | Snacks, Drinks & Airport Tolls | Food | Rs. 468.00 | Yes |
| 17-May-2025 | Snacks & Drinks | Food | Rs.170.00 | Yes |

**Total Amount Requested:** **Rs.1,482.00.**

**Total Reimbursement Requested:** **Rs. 1,482.00.**

**Justification for Expenses**

The above expenses were incurred during our commute to Delhi from 18th February to 05th March 2025 for business-related commitments as part of our work duties. The travel was necessary to fulfill company requirements and ensure the completion of ongoing projects/meetings.

**Payment Details**

Please process the reimbursement via:

* Direct Deposit

**Signatures and Approvals**

* **Employee Signature:** \_Narasimha Reddy\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** 12/03/2025
* **Manager/Supervisor Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **HR/Finance Department Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_