

General Expense Reimbursement



Employee Name: Gaurav Potwar
ID: 68

Manager Name: Mr. Gaurav Shah
Department: Hardware and Network

From: 01-Sep-23

To: 31-Sep-2023

DATE	PLACE FROM	PLACE TO	ACTION TAKEN	CATEGORY	DISTANCE / QUANTITY	BILLS ATTACHED	COST
4-Sep-23	OFFICE	CHANDAN NAGAR	CCTV REWORK	BIKE	10		50
	CHANDAN NAGAR	OFFICE	RETURN	BIKE	10		50
6-Sep-23	OFFICE	SATARA ROAD	FIRE SYSTEM	BIKE	7		35
	SATARA ROAD	OFFICE	RETURN	BIKE	7		35
7-Sep-23	WAGHOLI HOME	SWARGATE	AKALUJ TOUR	AUTO			180
		AKALUJ	DINNER WITH HARISH	FOOD		YES	800
8-Sep-23	SWARGATE	WAGHOLI HOME	RETURN	AUTO			150
12-Sep-23	OFFICE	HADAPSAR	NVR ISSUE	BIKE	10		50
	HADAPSAR	OFFICE	RETURN	BIKE	10		50
13-Sep-23	OFFICE	CHANDAN NAGAR	CCTV REWORK	BIKE	10		50
	CHANDAN NAGAR	HADAPSAR	NVR UPDATE WORK	BIKE	7		35
	HADAPSAR	OFFICE	RETURN	BIKE	10		50
14-Sep-23	OFFICE	PUNA SHOP	MATERIAL MOVEMENT	BIKE	3		15
	PUNA SHOP	OFFICE	RETURN	BIKE	3		15
	OFFICE	KOTHRUD	CAMERA ISSUE	BIKE	10		50
	KOTHRUD	OFFICE	RETURN	BIKE	10		50
15-Sep-23	OFFICE	PNB	CAMERA ISSUE	BIKE	3		15
	PNB	OFFICE	RETURN	BIKE	3		15
18-Sep-23	OFFICE	PUNA SHOP	MATERIAL MOVEMENT	BIKE	3		15
	PUNA SHOP	SATARA ROAD	FIRE SYSTEM	BIKE	9		45
	SATARA ROAD	OFFICE	RETURN	BIKE	7		35
20-Sep-23	OFFICE	CHANDAN NAGAR	CCTV REWORK	BIKE	10		50
	CHANDAN NAGAR	OFFICE	RETURN	BIKE	10		50
22-Sep-23	OFFICE	HADAPSAR	CCTV REWORK	BIKE	10		50
	HADAPSAR	OFFICE	RETURN	BIKE	10		50
27-Sep-23	OFFICE	PUNA SHOP	MATERIAL MOVEMENT	BIKE	3		15
	PUNA SHOP	OFFICE	RETURN	BIKE	3		15
							0
							0
							0
							0

SUBTOTAL ₹ 2,020.00

Less Cash Advance

TOTAL REIMBURSEMENT ₹ 2,020.00

Don't forget to attach receipts!

Date of submission	Signature of Employee	Signature of Authorised
20/10/2023		

BILL

HOTEL GALANDE PURE VEG

P- AKLUJ VELAPUR ROAD, MALEWADI AKLU,
TAL-MALSHIRS, DIST-SOLAPUR. 413101
Mob.: 9890462500, 7020542256

0

Arrangement: Family Hall

able No.: 7

Bill No.: 66

Bill Date: 06-Sep-2023

Bill Time: 10:03 PM

OT No.: 125, 149,

Item Name	Qty	Rate	Am
ROTI	8	20	160
MINERAL WATER	2	20	40
MATKA BIRYANI	1	300	300
GALANDE SPECIAL	1	300	300

Grand Total

₹ 800.00

Thank You! Visit Again.

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