

# General Expense Reimbursement



Employee Name: Saiprasad Phadatare  
ID: 119

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

From: 01-Jan-25

To: 16-Jan-25

DATE	PLACE FROM	PLACE TO	ACTION TAKEN	CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
1-Jan-25		Shirval exhibition setup	DINNER FOOD ALLOWANCE (sai+vishal)				600
5-Jan-25	HOME	Shirval exhibition setup	DISMANTLE	BIKE	50	NO	250
			DINNER AT SHIRVAL	FOOD		YES	220
6-Jan-25	SHIRVAL EXHIBITION	WAI EXHIBITION	DISMANTLE	BIKE	50	NO	250
			LODGING AT WAI				1200
			LUNCH AT WAI - SATARA ROAD	FOOD			240
			DINNER AT WAI	FOOD			220
7-Jan-25	WAI EXHIBITION	HOME	WAI RETURN	BIKE	50	NO	250
8-Jan-25	HOME KATRAJ	BHAGYALAXMI TRAVEL	JALANA EXHIBITION	AUTO	10	NO	230
9-Jan-25			FOOD ALLOWANCE (SAI+VISHAL)			YES	480
			FOOD ALLOWANCE (SAI+VISHAL)			YES	460
10-Jan-25	JALANA	PUNE	RETURN TICKET 2 PEOPLE	BUS		YES	1785
11-Jan-25	PUNE STATION	HOME (MIDNIGHT)	JALANA RETURN	AUTO	7	NO	160
12-Jan-25	OFFICE	PUNE SHOP	CAMERA INSTALLATION	BIKE	3		15
	PUNE SHOP	OFFICE	CAMERA INSTALLATION	BIKE	3		15
14-Jan-25	HOME	MALAD	NEW CAMERA INSTALLATION	BIKE	50		250
	BREAKFAST 2 PEOPLE	HARISH + SAI	CAMERA INSTALLATION	FOOD		YES	150
	LUNCH 2 PEOPLE	HARISH + SAI	CAMERA INSTALLATION	FOOD		YES	570
	DINNER AT MALAD		CAMERA INSTALLATION	FOOD		YES	240
15-Jan-25	malad	SPIRE ELECTRONICS	To purchase material	BIKE	5		25
	SPIRE ELECTRONICS	malad	To purchase material	BIKE	5		25
	malad	HOTEL AMRUTA	Travel for Lunch	BIKE	3		15
	malad	RAILWAY STATION	TO DROP HARISH	BIKE	4		20
	RAILWAY STATION	malad	TO DROP HARISH	BIKE	4		20
			LUNCH AT MALAD	FOOD		YES	260
	HOTEL AMRUTA	malad	Travel for Lunch	BIKE	3		15
	malad	HOTEL AMRUTA	Travel for Dinner	BIKE	3		15
			DINNER AT MALAD	FOOD			240
	HOTEL AMRUTA	malad	Travel for Dinner	BIKE	3		15
16-Jan-25	malad	HOTEL AMRUTA	Travel for Lunch	BIKE	3		15
			LUNCH AT MALAD	FOOD		YES	260
	MALAD	HOME (MIDNIGHT)	NEW CAMERA INSTALLATION	BIKE	50		250
			DINNER AT MALAD	FOOD			240
				SUBTOTAL ₹			9,000.00
				Less Cash Advance			
				TOTAL RE ₹			9,000.00
Don't forget to attach receipts!							
Date of submission	Signature of Employee			Signature of Authorised			

18-01-2025

Saiprasad Phadatare