

General Expense Reimbursement



Employee Name: Harishchand Maskare
ID:
Manager Name: Mr. Gaurav Shah
Department: Hardware and Network

Expense Period
From: 1st September 2024
To: 15th September 2024

Itemized Expenses

DATE	Discription	CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
1-Sep-24	Office to Chinchwad to Office====> Camera installation	Travel	38	No	190
2-Sep-24	Office to Chinchwad to Office====> Camera installation	Travel	38	No	190
3-Sep-24	Office to Chinchwad to Office====> Camera installation	Travel	38	No	190
5-Sep-24	Break Fast (Me, Goje sir,pradeep wagh & driver)	Food	1	Yes	377
	Pune to Thergaon	Auto	20	No	200
6-Sep-24	Office to Chinchwad to Office====> Camera installation	Travel	38	No	190
9-Sep-24	Office to Chinchwad to Office====> Camera installation	Travel	38	No	190
10-Sep-24	Office to Chinchwad to Office====> Smoke installation	Travel	38	No	190
11-Sep-24	Office to Chinchwad to Office====> Smoke installation	Travel	38	No	190
12-Sep-24	Office to Chinchwad to Office====> Security issues.	Travel	38	No	190
14-Sep-24	Office to Chinchwad to Office====> Camera issues.	Travel	38	No	190

SUBTOTAL ₹ 2,287.00

Less Cash Advance

TOTAL REIMBURSEMENT ₹ 2,287.00

Don't forget to attach receipts!

Date of submission	Signature of Employee	Signature of Authorised

TAX INVOICE
RAJPUT RESTAURANT
SINCE 1987

Bharat Petrol Pump, Abad- Nagar Road,
Waluj, CH.SAMBHAJINAGAR-431133

MOBILE : 07218444411

GSTIN: 27BNZPG1154Q1Z6

BillNo : 13125 Date : 05-09-2024 08:34 AM

Table : 3 Covers : 1 Waiter : SINGLE SUNIL

Food

Item	Qty	Rate	Amount
Mineral Water	1.0	19.0	19.04
Masala Dosa	1.0	90.0	90.00
Tea	4.0	20.0	80.00
Rassa Vada	1.0	80.0	80.00
Onion Uttappam	1.0	90.0	90.00

SubTotal : 359.04

SGST 2.50 % : 8.98

CGST 2.50 % : 8.98

Total : 377.00

PAID
Grand Total (RS) : 377

DHANYAWAD AAO PADHARO !
@rajputrestaurant