General Expense Reimbursement

TECHNE AI

Employee Name:	Harishchand Maskare			Expense Period	
ID:			From:	1st March 2024	
Manager Name:	Mr. Gaurav Shah		To:	16th March 2024	
Department:	Hardware and Network				

Itemized Expenses

DATE		CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
6-Mar-24	Office to Wakad to Office===>checking	Travels	40	No	200
7-Mar-24	Office to Chinchwad to Wakad to Office===> For Visit with Goje sir	Travels	46	No	230
8-Mar-24	Office to Chinchwad to wakad to Office===>Rack deliver and Installation	Travels	46	No	230
	Rack Deliver	Auto	7	No	400
12-Mar-24	Office to Wakad to Office to kothrud to indraprashtha to office===>For cable checking, Camera checking and access door checking	Travels	54	No	270
13-Mar-24	Office to Pune shop to office===> Camera installation	Travels	6	No	30
	Office to wakad to office===>for wakad project working	Travels	40	No	200
15-Mar-24	Thergaon to pune station==>For Malad VIsit	Auto	20	No	200
	Pune station to Thergaon==> Return	Auto	20	No	260
16-Mar-23	Office to Wakad to office===>Camera issues	Travel	40	No	200
		SUBTOTAL		₹	2,220.00
	Less Cash Advance				
	TOTAL REIMBURSEMENT			₹	2,220.00
			Don't forget to attach receipts!		

Date of submission	Signature of Emplyoee	Signature of Authorised
18-03-2024		