

# General Expense Reimbursement



Employee Name:Saiprasad Phadatare  
ID:119

From: 20/Mar/25

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

To: 31/Mar/25

DATE	PLACE FROM	PLACE TO	ACTION TAKEN	CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
20/Mar/25	Office	Pune Shop	Melting camera offline	BIKE	3.00	N	₹15.00
	Pune Shop	Office	Melting camera offline	BIKE	3.00	N	₹15.00
21/Mar/25	Office	PNB	Cam 7 Offline	BIKE	3.00	N	₹15.00
	PNB	Office	Cam 7 Offline	BIKE	3.00	N	₹15.00
22/Mar/25	Home	Nawale Bridge	Mumbai office visit	AUTO	8.00	N	₹130.00
	Nawale Bridge	Vashi bus stop	Mumbai office visit	TAXI	110.00	Y	₹400.00
	Vashi bus stop	VASHI Railway station	Mumbai office visit	AUTO	2.00	N	₹30.00
		Vashi to CST return ticket	Mumbai office visit	TRAIN	40.00	Y	₹30.00
	CST station	Mumbai office	Mumbai office visit	AUTO	3.00	N	₹50.00
		Lunch @ CST	Mumbai office visit	FOOD		Y	₹230.00
		DINNER @ Vashi	Mumbai office visit	FOOD		Y	₹250.00
	Mumbai office	CST station	Mumbai office visit	AUTO	3.00	N	₹60.00
	VASHI Rail station	Vashi bus stop	Mumbai office visit	AUTO	2.00	N	₹30.00
	Vashi bus stop	Nawale Bridge	Mumbai office visit	TAXI	110.00	Y	₹400.00
	Nawale Bridge	Home	Mumbai office visit	AUTO	8.00	N	₹170.00
26/Mar/25			Dinner at sangali 2 person (Harish & Sai)	FOOD		Y	₹440.00
27/Mar/25			Lunch at Karad	FOOD		Y	₹220.00
	Sangali new shop	Sangali bus stand	Karad shop visit	AUTO	4.00	N	₹40.00
	Sangali bus stand	Karad Bus Stand	Karad shop visit	BUS	45.00	Y	₹142.00
	Karad Bus Stand	Karad shop	Karad shop visit	AUTO	2.00	N	₹20.00
	Karad shop	Krishna Hotel	Karad shop visit	AUTO	2.00	N	₹20.00
			Dinner at Karad	FOOD		Y	₹200.00
28/Mar/25	Karad Bus Stand	SATARA Bus stand	SATARA shop visit	BUS	80.00	Y	₹102.00
	SATARA Bus stand	SATARA shop	SATARA shop visit	AUTO	2.00	N	₹20.00
			LUNCH at SATARA	FOOD		Y	₹250.00
			DINNER AT SATARA	FOOD		Y	₹220.00
	SATARA shop	SATARA Bus stand	SATARA shop visit	AUTO	2.00	N	₹20.00
	SATARA Bus stand	KATARJ BUS STAND	PUNE RETURN	BUS	110.00	Y	₹172.00
	KATARJ BUS STAND	HOME	PUNE RETURN	AUTO	3.00	N	₹50.00
29/Mar/25	Office	Pune Shop	Festival counter camera	BIKE	3.00	N	₹15.00
	Pune Shop	Office	Festival counter camera	BIKE	3.00	N	₹15.00
	Office	SATARA ROAD SHOP	Festival counter camera	BIKE	6.00	N	₹30.00
	SATARA ROAD SHOP	Office	Festival counter camera	BIKE	6.00	N	₹30.00
30/Mar/25	HOME	WAI NEW SHOP	Festival counter camera	BIKE	50.00	N	₹250.00
	BREAKFAST @ WAI		Festival counter camera	FOOD			₹100.00
	LUNCH @WAI		Festival counter camera	FOOD			₹280.00
31/Mar/25	WAI NEW SHOP	HOME	Festival counter camera	BIKE	50.00	N	₹250.00
				SUBTOTAL ₹			4,726.00
				Less Cash Advance			
				TOTAL RE ₹			4,726.00
Don't forget to attach receipts!							
Date of submission	Signature of Employee			Signature of Authorised			
04/Apr/25							

