

# General Expense Reimbursement



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

Expense Period  
 From: 21st October 2023  
 To: 31st October 2023

## Itemized Expenses

DATE	Discription	CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
2-Oct-23	Main Power use	Travel	1	No	1000
23-Oct-23	Office to Kothrud to Satara road to Office to Bhosari to Chinchwad Office==> CCTV camera issue and festival Counter	Travel	71	No	355
24-Oct-23	Office to chinchwad to office==>Festival	Travel	38	No	190
25-Oct-23	Office to Market to office to market to office==>Access control Material purchase(3M,PVC,Screw ETC)	Travel	10	No	50
28-Oct-23	Thergaon to Swargate(Baramati tour)	Auto	25	No	230
	Swargate to Baramati	Bus	1	Yes	205
	Lunch	Food	1	Yes	160
	Hotel amruta to Bus stand	Auto	1	No	50
	BMT to Swargate	Bus	1	Yes	230
	Swargate to Thergaon	Auto	1	No	220
31-Oct-23	Office to Chinchwad to office==>security Issues	Travel	38	No	190
SUBTOTAL				₹	2,880.00
Less Cash Advance					
TOTAL REIMBURSEMENT				₹	2,880.00
Don't forget to attach receipts!					
Date of submission	Signature of Emplpyoee	Signature of Authorised			
08-11-2023					

AMRUTA

Pure Veg

Cinema Road, Baramati

(M) 7083200024

CASH MEMO

Date : 28/10/23

Bill No. : 115/D/7

T.No.: 62

W. No. : 1

Particulars	Qty	Rate	Amount
-------------	-----	------	--------

RICE PLATE	1	160	160
------------	---	-----	-----

Food Total : 160.00

1/1 Total : 160

GST NO 27AAJFA6132E1ZQ

(01:16 PM)

E.&O.E.

Thank You

Visit Again

DINNING

म. रा. मा. प. म  
रा. प. बारामती आगार

क्र: ०००४३९३ २८/१०/२३ १४:०१:४३  
शिवशाही S127431

बारामती ते स्वारगेट पुणे  
(प्रवासाचे एकूण टप्पे = 16) 102998

फूल: १x२३०.०० = ₹ २३०.०० आसन क्र: ६  
अ.स.निधी सहित

**रोख = ₹ २३०.००**

BMT07040 ००३३३७ V V NVALE  
MH20BL2394

अहस्तांतरणीय ८६२८५८०६०९४९७७१

म. रा. मा. प. म

रा. प. बारामती आगार

दि. ०००४५९६ २८/१०/२३ ०४:४८:५४

निमआराम बस 5127304

स्वारगेट पुणे ते बारामती

(प्रवासाचे एकूण टप्पे - 16) 102999

फूल १x२०५.०० = ₹ २०५.००

अ.स.निधी सहित

रोख = ₹ २०५.००

BM 107146 ००३३१० P S KOMKAR

MH40Y5862

अहस्तांतरणीय ८६२८५८०६०९८५८२०