

General Expense Reimbursement



Employee Name: Saiprasad Phadatare
ID: 119

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

From: 01/Apr/25

To: 25/Apr/25

DATE	PLACE FROM	PLACE TO	ACTION TAKEN	CATEGORY	DISTANCE/QUANTITY	BILLS ATTACHED	COST
2/Apr/25	OFFICE	CHINCHWAD	OUTER CAMERA INSTALLATION	BIKE	20.00	N	₹100.00
2/Apr/25	CHINCHWAD	OFFICE	OUTER CAMERA INSTALLATION	BIKE	20.00	N	₹100.00
3/Apr/25	OFFICE	KOTHARUD	NVR 3 CAMERA 4 OFFLINE	BIKE	7.00	N	₹35.00
3/Apr/25	KOTHARUD	OFFICE	NVR 3 CAMERA 4 OFFLINE	BIKE	7.00	N	₹35.00
6/Apr/25	OFFICE	GODAWN	SANGALI MATERIAL	BIKE	2.00	N	₹10.00
6/Apr/25	OFFICE	PUNE SHOP	ADD NEW NO. TO SECURITY SYS	BIKE	3.00	N	₹15.00
6/Apr/25	PUNE SHOP	OFFICE	ADD NEW NO. TO SECURITY SYS	BIKE	3.00	N	₹15.00
8/Apr/25	Home	Swargate Jain Mandir	Travel to Paithan exhibition	AUTO	9.00	N	₹120.00
11/Apr/25	Swargate Jain Mandir	Home	Return to pune	AUTO	9.00	N	₹135.00
11/Apr/25	Godawn	Office	New shop Material	AUTO	2.00	Y	₹100.00
11/Apr/25	OFFICE	Godawn return	New shop Material	BIKE	2.00	N	₹10.00
11/Apr/25	OFFICE	Godawn return	New shop Material	BIKE	2.00	N	₹10.00
11/Apr/25	OFFICE	Godawn return	New shop Material	BIKE	2.00	N	₹10.00
12/Apr/25	KATRAJ	WAI BUS STAND	SHOP SETUP (SAI + SAGAR)	BUS	90.00	Y	₹240.00
12/Apr/25			LUNCH (SAI + SAGAR) at WAI	FOOD		Y	₹500.00
12/Apr/25	WAI BUS STAND	WAI SHOP	2 PERSON	AUTO	2.00	N	₹40.00
12/Apr/25	WAI SHOP	WAI BUS STAND	2 PERSON	AUTO	2.00	N	₹40.00
12/Apr/25	WAI BUS STAND	SANGALI BUS STAND	2 PERSON	BUS	170.00	Y	₹460.00
12/Apr/25	SANGALI BUS STAND	SANGALI SHOP	2 PERSON	AUTO	2.00	N	₹40.00
12/Apr/25			Dinner (SAI + SAGAR) at SANGALI	FOOD		Y	₹440.00
13/Apr/25			BREAKFAST (SAI + SAGAR) at Sangali	FOOD		Y	₹150.00
13/Apr/25			LUNCH (SAI + SAGAR) at Sangali	FOOD		Y	₹460.00
13/Apr/25			Dinner (SAI + SAGAR) at SANGALI	FOOD		Y	₹340.00
14/Apr/25			BREAKFAST (SAI + SAGAR) at Sangali	FOOD		Y	₹140.00
14/Apr/25			LUNCH (SAI + SAGAR) at Sangali	FOOD		Y	₹450.00
14/Apr/25			Dinner (SAI + SAGAR) at SANGALI	FOOD		Y	₹370.00
16/Apr/25			BREAKFAST (SAI + SAGAR) at Sangali	FOOD		Y	₹170.00
16/Apr/25			SNACKS (SAI + SAGAR) at Sangali	FOOD		Y	₹50.00
16/Apr/25			LUNCH (SAI + SAGAR) at Sangali	FOOD		Y	₹400.00
16/Apr/25			Dinner (SAI + SAGAR) at SANGALI	FOOD		Y	₹340.00
17/Apr/25			BREAKFAST (SAI + SAGAR) at Sangali	FOOD		Y	₹120.00
17/Apr/25			LUNCH (SAI + SAGAR) at Sangali	FOOD		Y	₹460.00
17/Apr/25			Dinner (SAI + SAGAR) at SANGALI	FOOD		Y	₹370.00
18/Apr/25			LUNCH (SAI + SAGAR) at Sangali	FOOD		Y	₹450.00
18/Apr/25			Dinner (SAI + SAGAR) at SANGALI	FOOD		Y	₹400.00
19/Apr/25			Breakfast (SAI + SAGAR) at Sangali	FOOD		Y	₹190.00
20/Apr/25			Breakfast (SAI + SAGAR) at Sangali	FOOD		Y	₹190.00
20/Apr/25	Sangai shop	Sangali bus stand	(SAI + SAGAR)	AUTO		N	₹40.00
20/Apr/25	Sangali bus stand	Rabkavi	(SAI + SAGAR)	BUS	90.00	Y	₹300.00
22/Apr/25			Dinner (Sai + Amit)	FOOD		Y	₹480.00
22/Apr/25			Evening Bfast (Tea Water bottle)	FOOD		Y	₹70.00
23/Apr/25			Breakfast (Sai + Amit)	FOOD		Y	₹219.00
23/Apr/25			Lunch (Sai + Amit)	FOOD		Y	₹340.00

24/Apr/25			Breakfast (SAI + Amit+ Pradip Sir)	FOOD		Y	₹251.00
25/Apr/25			Breakfast (Sai)	FOOD		Y	₹140.00
25/Apr/25			Dinner at sangali	FOOD		Y	₹220.00
25/Apr/25	Rabkavi hotel	Rabkavi shop return	from 21 April to 25 April (20 Rs/ day)	AUTO	1.00	N	₹100.00
25/Apr/25	Rabkavi	Sangali	PUNE RETURN	BUS	90.00	Y	₹103.00
25/Apr/25	Sangali	Katraj	PUNE RETURN	BUS	270	Y	₹413.00
25/Apr/25	Katraj	Home	PUNE RETURN	AUTO	3	N	₹ 50.00
29/Apr/25	Office	PUNE SHOP	Festival Counter	BIKE	3	N	₹ 15.00
29/Apr/25	Puneshop	SATARA Road shop	Festival Counter	BIKE	6	N	₹ 30.00
29/Apr/25	SATARA Road shop	OFFICE	Festival Counter	BIKE	7	N	₹ 35.00
30/Apr/25	Office	SATARA Road shop	Festival Counter	BIKE	7	N	₹ 35.00
30/Apr/25	SATARA Road shop	PUNE SHOP	Festival Counter	BIKE	6	N	₹ 30.00
30/Apr/25	PUNE SHOP	KOTHARUD	Festival Counter	BIKE	7	N	₹ 35.00
30/Apr/25	KOTHARUD	OFFICE	Festival Counter	BIKE	7	N	₹ 35.00
				SUBTOTAL ₹		10,446.00	
				Less Cash Advance			
				TOTAL ₹		10,446.00	
Don't forget to attach receipts!							
Date of submission				Signature of Authorised			
Signature of Employee							
03/May/25							