

General Expense Reimbursement



Employee Name:Saiprasad Phadatare
ID:119

From: 01/Aug/25

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

To: 31/Aug/25

DATE	PLACE FROM	PLACE TO	ACTION TAKEN	CATEG ORY	DISTANC E/ QUANTIT Y	BILLS ATTACH ED	COST
2/Aug/25	OFFICE	Godawn return	SEPERATE SCRAP	BIKE	2		₹10.00
3/Aug/25	OFFICE	PUNE SHOP & PNB	CCTV dismantle	BIKE	4		₹20.00
	PUNE SHOP & PNB	OFFICE	CCTV replacement	BIKE	4		₹20.00
4/Aug/25	OFFICE	KOTHARUD shop	Server room task	BIKE	7		₹35.00
	KOTHARUD shop	OFFICE	Server room task	BIKE	7		₹35.00
9/Aug/25	Office	Pune shop	Melting camera GF	BIKE	3		₹15.00
	Pune shop	Office	Melting camera GF	BIKE	3		₹15.00
	Office	Kotharud shop	Security cable issue	BIKE	7		₹35.00
	Kotharud shop	Office	Security cable issue	BIKE	7		₹35.00
14/Aug/25	Office	Kotharud shop	Security cable issue	BIKE	7		₹35.00
	Kotharud shop	Office	Security cable issue	BIKE	7		₹35.00
16/Aug/25	OFFICE	BOPODI	Bus meeting	BIKE	9		₹45.00
	BOPODI	OFFICE	Bus meeting	BIKE	9		₹45.00
17/Aug/25	OFFICE	Pune shop	Security sounder	BIKE	3		₹15.00
	Pune shop	OFFICE	Security sounder	BIKE	3		₹15.00
18/Aug/25	Office	Kotharud shop	Security cable issue	BIKE	7		₹35.00
	Kotharud shop	Office	Security cable issue	BIKE	7		₹35.00
23/Aug/25	Office	Kotharud shop	GF camera cable lay	BIKE	7		₹35.00
	Kotharud shop	Office	GF camera cable lay	BIKE	7		₹35.00
24/Aug/25	Office	PNB	switch replacement	BIKE	3		₹15.00
	PNB	Satara Road shop	security zone issue	BIKE	7		₹35.00
	Satara Road shop	Office	security zone issue	BIKE	7		₹35.00
29/Aug/25	Office	PNB	camera installation	BIKE	3		₹15.00
	PNB	Office	camera installation	BIKE	3		₹15.00
30/Aug/25	OFFICE	BANER shop	CCTV cable drop point	BIKE	14		₹70.00
	BANER shop	OFFICE	CCTV cable drop point	BIKE	14		₹70.00
31/Aug/25	OFFICE	Godawn return	POE switch for Indrapr	BIKE	2		₹10.00

				SUBTOT ₹		815.00	
				Less Cash Advance			
				TOTAL ₹		815.00	
Don't forget to attach receipts!							
Date of submission				Signature of Emplyoee		Signature of Authorised	
31/Aug/25							