

# General Expense Reimbursement



Employee Name: Harishchand Maskare  
ID:

From:

Expense Period

1st August 2025

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

To:

31st August 2025

## Itemized Expenses

DATE		CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
4-Aug-25	Office to kothrud to office ==>Camera installation	Travel	14	No	70
5-Aug-25	Office to sir home to office==> camera installation	Travel	8	No	40
6-Aug-25	Office to Chinchwad to office==> Security issues	Travel	38	No	190
8-Aug-25	Office to Pune shop to office==>uninstallation	Travel	4	No	20
11-Aug-25	Office to Pune shop to office==>Meeting	Travel	4	No	20
12-Aug-25	Office to Chinchwad to Office==>camera issues	Travel	38	No	190
14-Aug-25	Office to Chinchwad to Office==>Camera installation	Travel	38	No	190
18-Aug-25	Office to Kothrud to office==>Server room shift	Travel	14	No	70
23-Aug-25	Office to Chinchwad(Baramati Bank) to Office==Hard disk replacement	Travel	38	No	190
27-Aug-25	Office to pune shop to office to pune shop==>Smoke detector installation	Travel	8	No	40
29-Aug-25	office to pune shop to office to pune shop==>camera issues	Travel	8	No	40
		SUBTOTAL		₹	1,060.00
		Less Cash Advance			0
		TOTAL REIMBURSEMENT		₹	1,060.00
			Don't forget to attach receipts!		
Date of submission	Signature of Employee	Signature of Authorised			