

General Expense Reimbursement



Employee Name: Saiprasad Phadatare
ID: 119

From: 01/Dec/25

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

To: 31/Dec/25

DATE	PLACE FROM	PLACE TO	ACTION TAKEN	CATEGORY	DISTANCE/QUANTITY	BILLS ATTACHED	COST
3/Dec/25	Office	Satara Road shop	Outdoor camera	BIKE	7		₹35.00
	Satara Road shop	Office	Outdoor camera	BIKE	7		₹35.00
	office	Clinic site	Detector installation	BIKE	4		₹20.00
	Clinic site	office	Detector installation	BIKE	4		₹20.00
4/Dec/25	office	Clinic site	Detector installation	BIKE	4		₹20.00
	Clinic site	office	Detector installation	BIKE	4		₹20.00
7/Dec/25	office	Pune shop	Detector installation	BIKE	4		₹20.00
	Pune shop	office	Detector installation	BIKE	4		₹20.00
10/Dec/25	office	Pune shop	Camera installation	BIKE	4		₹20.00
	Pune shop	office	Camera installation	BIKE	4		₹20.00
11/Dec/25	office	Pune shop	Camera installation	BIKE	4		₹20.00
	Pune shop	office	Camera installation	BIKE	4		₹20.00
12/Dec/25	office	Kotharud shop	Camera installation	BIKE	4		₹20.00
	Kotharud shop	office	Camera installation	BIKE	4		₹20.00
15/Dec/25	office	Pune shop	Camera installation	BIKE	7		₹35.00
	Pune shop	office	Camera installation	BIKE	7		₹35.00
17/Dec/25	office	Satara Road shop	Camera installation	BIKE	7		₹35.00
	Satara Road shop	office	Camera installation	BIKE	7		₹35.00
18/Dec/25	Home	Pune station	CCTV & security update	Auto	10		₹210.00
19/Dec/25	Nanded station	Nanded shop	CCTV & security update	Auto	4		₹70.00
21/Dec/25	Pune station	Home	Nanded return	Auto	10		₹244.00
24/Dec/25	office	Satara Road shop	Camera installation	BIKE	7		₹35.00
	Satara Road shop	office	Camera installation	BIKE	7		₹35.00
25/Dec/25	office	Satara Road shop	Camera installation	BIKE	7		₹35.00
	Satara Road shop	office	Camera installation	BIKE	7		₹35.00
31/Dec/25	Office	Clinic site	Detector installation	BIKE	3		₹15.00
	Clinic site	Office	Detector installation	BIKE	3		₹15.00
SUBTOTAL							₹ 1,144.00
Less Cash Advance							0
TOTAL Reimbursement							₹ 1,144.00

Don't forget to attach receipts!

Date of submission	Signature of Emplpyoee			Signature of Authorised
06/Jan/26				

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