

General Expense Reimbursement



Employee Name: Harishchand Maskare				Expense Period	
ID:		From:		1st July 2025	
Manager Name: Mr. Gaurav Shah		To:		31st July 2025	
Department: Hardware and Network					
Itemized Expenses					
DATE	Discription	CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
1-Jul-25	office to Sidh sir home to market to office to sir home to office====> Camera and bell installation	Travel	18	No	90
7-Jul-25	Mumbai Material Received	Parcel	1	Yes	930
8-Jul-25	Office to Chinchwad to Office====> Camera issues.	Travel	38	No	100
12-Jul-25	Thergaon to Pune station(BMT Visit)	Auto	1	No	320
	Pune to Baramati	Auto	1	No	150
	Lunch	Food	1	Yes	256
	Dinner	Food	1	Yes	214
13-Jul-25	Breakfast	Food	1	Yes	100
	Lunch	Food	1	Yes	200
	Baramati to Pune	Bus	1	Yes	172
	Swargate to Thergaon	Auto	1	No	350
15-Jul-25	Office to kothrud to office to sir home to office====>Meeting, camera issues	Travel	22	No	110
16-Jul-25	Office to kothrud to office====>Camera installation	Travel	14	No	70
18-Jul-25	Office to kothrud to office====>Camera installation	Travel	14	No	70
20-Jul-25	Office to kothrud to office====>Server rack shifting	Travel	14	No	70
21-Jul-25	Office to kothrud to office====>Camera installation	Travel	14	No	70
24-Jul-25	Office to kothrud to office====>Camera installation	Travel	14	No	70
29-Jul-25	Office to Sir Home to Office====>meeting	Travel	8	No	40
31-Jul-25	Office to pune shop to Office====> Meeting	Travel	4	No	20
SUBTOTAL				₹	3,402.00
Less Cash Advance					
TOTAL REIMBURSEMENT				₹	3,402.00
Don't forget to attach receipts!					
Date of submission	Signature of Employee		Signature of Authorised		

Subject to Ahmedabad Jurisdiction

SES SAINATH

Express Service Pvt. Ltd.

GST NO : 27AATCS1290G1ZZ

106/107, Sharda Gajanan Complex, 1st Floor, 353, Shukarvar Peth, Opp.
Bank Of India, Shivaji Road, PUNE. PHONE : 020 - 24481676 / 9325097615

No. : **PUNE 2200**

Booking : 7 / 7 / 202 5

FROM GST NO

FROM NAME

Chandukalka Sargaf Jwala

Destination

Mumbai BAE

No. of Parcel

9

In Figures

Value Insurance Rs.

250,000

lump

Silver Kg.

General

VPP Rs.

930-Rs
paid by me

Charge	CGST	SGST	IGST	TOTAL

The above Particulars is Been Checked and Delivered

TO GST NO

Te chne Ai Put Lta

To

Rausting peth

Receiver's Sign.

Place

(PUNE)

AMRUTA

Pure Veg

Cinema Road, Baramati

(M)7083200024

CASH MEMO

Date : 12/07/25

B No: 203/D/19

T.No.: 61

W No. : 12

Particulars	Qty	Rate	Amount
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LASSI	1	50	50
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BISLERI	1	20	20
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RICE PLATE	1	175	175
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Sub Total : 245.00

SGST @ 2.5% : 5.62

CGST @ 2.5% : 5.62

Food Total : 256.24

3/3 Total : 256

GST NO 27AAJFA6132E1Z0

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E.&O.E. Thank You

Visit Again

DINNING

AMRITA
Pure Veg
Chennai Road, Paramathi
(M 7092200024)
PAID

CASH MEMO

Date : 12/07/25
T.No. : 62

B No: 419/D/60
W. No. : 12

Particulars	Qty	Rate	Amount
BISLERI	1	20	20
RICE PLATE	1	175	175
EXTRA CHARGE	1	10	10

Sub Total :	205.00
SGST @2.5% :	4.38
CGST @2.5% :	4.38

Food Total : 213.76

3/3 Total 214

GST NO 27AAJFA6132E1Z0
E.&O.E. Thank You

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Visit Again

DINNING

*** DUPLICATE ***

AMRUTA

Pure Veg

Cinema Road, Baramati

(M)7083200024

*** DUPLICATE ***

CASH MEMO

Date : 13/07/25

Bill No. : 29/R/28

T.No.: 4

W. No. : 99

Particulars

Qty Rate Amount

MASALA DOSA

1 95 95

Sub Total : 95.00

SGST @2.5% : 2.38

CGST @2.5% : 2.38

Food Total : 99.76

1/1

Total :

100

GST NO 27AAJFA6132E1ZQ

E.&O.E.

Thank You

(10:21 AM)
Visit Again

श्री साई प्यु

अर व्हेज, बारामती

दि. 13/7/25

नं.

573

व्हेज थाळी X/

960.00

बिसलरी X/

20

एक्स्ट्रा स्वीट

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2000.00

धन्यवाद !

मॅनेजर

