

# General Expense Reimbursement



Employee Name:Saiprasad Phadatare  
ID:119

From: 01/Jul/25

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

To: 31/Jul/25

DATE	PLACE FROM	PLACE TO	ACTION TAKEN	CATEG ORY	DISTANC E/ QUANTIT Y	BILLS ATTACH ED	COST
6/Jul/25	office	Kotharud shop	CCTV cable lay support	BIKE	7		₹35.00
	Kotharud shop	office	CCTV cable lay support	BIKE	7		₹35.00
9/Jul/25	office	Pune shop	Store camera replace	BIKE	3		₹15.00
	Pune shop	office	Store camera replace	BIKE	3		₹15.00
12/Jul/25	HOME	KATARJ BUS STOP	SATARA VISIT	AUTO	3		₹100.00
	KATARJ BUS STOP	SATARA BUS STAND	SATARA VISIT	BUS		Y	₹162.00
	SATARA BUS STAND	SATARA SHOP	SATARA VISIT	AUTO			₹20.00
	SATARA SHOP	SATARA BUS STAND	SATARA VISIT	AUTO			₹30.00
			LUNCH ATA SATARA	FOOD		Y	₹240.00
	SATARA BUS STAND	KARAD BUS STAND	KARAD VISIT	BUS		Y	₹91.00
	KARAD BUS STAND	KARAD SHOP	KARAD VISIT	AUTO	2		₹30.00
	KARAD SHOP	KARAD BUS STAND	KARAD VISIT	AUTO	2		₹20.00
	KARAD BUS STAND	KOLHAPUR BUS STAND	KOLHAPUR VISIT	BUS		Y	₹122.00
	KOLHAPUR BUS STAND	LODGE AT KOLHAPUR	KOLHAPUR VISIT	AUTO	3		₹30.00
			DINNER AT KOLHAPUR	FOOD		Y	₹240.00
13/Jul/25	KOLHAPUR SHOP	KOLHAPUR BUS STAND	BELGAVI VISIT	AUTO	3		₹30.00
	KOLHAPUR BUS STAND	BELGAVI BUS STAND	BELGAVI VISIT	BUS	70	Y	₹158.00
			LUNCH AT KOLHAPUR	FOOD		Y	₹230.00
	BELGAVI BUS STAND	LODGE AT BELGAVI	BELGAVI VISIT	AUTO	2		₹40.00
			DINNER AT BELGAVI	FOOD		Y	₹230.00
14/0Jul/25	LODGE AT BELGAVI	BELGAVI SHOP	BELGAVI VISIT	AUTO	2		₹30.00
	BELGAVI SHOP	LODGE AT BELGAVI	BELGAVI VISIT	AUTO	2		₹30.00
			LUNCH AT BELGAVI	FOOD		Y	₹230.00
			DINNER AT BELGAVI	FOOD		Y	₹250.00
15/Jul/25	LODGE AT BELGAVI	BELGAVI SHOP	BELGAVI VISIT	AUTO	2		₹30.00
	BELGAVI SHOP	LODGE AT BELGAVI	CCTV INSTALLATION	AUTO	2		₹30.00
			LUNCH AT BELGAVI	FOOD		Y	₹240.00
			DINNER AT BELGAVI (25	FOOD		Y	₹240.00
16/Jul/25	LODGE AT BELGAVI	BELGAVI SHOP	CCTV & ACCESS DOOR	AUTO	2		₹30.00
	BELGAVI SHOP	BELGAVI BUS STAND	CCTV & ACCESS DOOR	AUTO	3		₹60.00
	BELGAVI BUS STAND	GOKAK BUS STAND	CCTV & ACCESS DOOR	BUS	56	Y	₹76.00
			LUNCH AT BELGAVI	FOOD		Y	₹230.00

			DINNER AT BELGAVI	FOOD		Y	₹240.00
17/Jul/25	GOKAK BUS STAND	BELGAVI BUS STAND	SPLICING WORK	BUS	56	Y	₹76.00
	BELGAVI BUS STAND	BELGAVI SHOP	SPLICING WORK	AUTO	3		₹50.00
			LUNCH AT GOKAK	FOOD		Y	₹240.00
			DINNER AT BELGAVI	FOOD		Y	₹220.00
	BELGAVI SHOP	BELGAVI RAILWAY STO	PUNE RETURN	AUTO	3		₹100.00
	BELGAVI RAILWAY STOP	KATRAJ BUS STOP	PUNE RETURN	BUS	300	Y	₹541.00
19/Jul/25	KATRAJ BUS STOP	HOME	PUNE RETURN	AUTO	3		₹120.00
	OFFICE	Kotharud shop	CCTV INSTALLATION	BIKE	7		₹35.00
	Kotharud shop	OFFICE	CCTV INSTALLATION	BIKE	7		₹35.00
20/Jul/25	OFFICE	Kotharud shop	CCTV INSTALLATION	BIKE	7		₹35.00
	Kotharud shop	OFFICE	CCTV INSTALLATION	BIKE	7		₹35.00
24/Jul/25	OFFICE	Kotharud shop	security INSTALLATION	BIKE	7		₹35.00
	Kotharud shop	OFFICE	security INSTALLATION	BIKE	7		₹35.00
25/Jul/25	HOME	WAI	CCTV & ACCESS DOOR	BIKE	50		₹250.00
			LUNCH @ WAI (Vishal+sai)	FOOD		Y	₹480.00
			dinner @ WAI (Vishal+sai)	FOOD		Y	₹480.00
26/Jul/25			Breakfast @ Wai (Vishal+sai)	FOOD		Y	₹210.00
	WAI	OFFICE		BIKE	50		₹250.00
27/Jul/25	OFFICE	Kotharud shop		BIKE	7		₹35.00
	Kotharud shop	OFFICE		BIKE	7		₹35.00
28/Jul/25	OFFICE	Kotharud shop		BIKE	20		₹100.00
	Kotharud shop	CHINCHWAD SHOP		BIKE	20		₹100.00
	CHINCHWAD SHOP	OFFICE					
				SUBTOT ₹	7,086.00		
				Less Cash Advance			
				TOTAL F ₹	7,086.00		
Don't forget to attach receipts!							
Date of submission				Signature of Employee			
Signature of Employee				Signature of Authorised			
30/Jul/25							