

General Expense Reimbursement



Employee Name:Saiprasad Phadatare
ID:119

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

From: 01/May/25

To: 31/May/25

DATE	PLACE FROM	PLACE TO	ACTION TAKEN	CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
1/May/25	office	Godawn	Material collect	BIKE	3	N	₹15.00
9/May/25	Office	Pune shop		BIKE	3	N	₹15.00
9/May/25	Pune shop	Kotharud		BIKE	5	N	₹25.00
9/May/25	Kotharud	Satara Road shop		BIKE	8	N	₹40.00
9/May/25	Satara Road shop	Office		BIKE	5	N	₹25.00
10/May/25	office	swargate	Travel to Sambhajinagar	AUTO	5.00	N	₹90.00
10/May/25			Ticket to CS nagar	BUS		Y	₹840.00
10/May/25			Dinner @ Wagholi	FOOD		Y	₹180.00
11/May/25			Lunch @ CS Nagar	FOOD		Y	₹220.00
			Dinner @ Wagholi	FOOD		Y	₹260.00
12/May/25			Lunch @ CS Nagar	FOOD		Y	₹220.00
			Dinner @ CS Nagar	FOOD		Y	₹260.00
	Sambhajinagar shop	Market	To purchase materal	AUTO		N	₹50.00
	Market	Sambhajinagar shop	To purchase materal	AUTO		N	₹50.00
			Ticket to Pune	BUS		Y	₹945.00
13/May/25	Swargate	Home	Pune raturtn to home	BIKE	9.00	N	₹170.00
16/May/25	Office	Kotharud	CCTV issue	BIKE	7.00	N	₹35.00
	Kotharud	Office	CCTV issue	BIKE	7.00	N	₹35.00
26/May/25	Office	Chicnhwad	CCTV Installation	BIKE	20.00	N	₹100.00
26/May/25	Chicnhwad	Office	CCTV Installation	BIKE	20.00	N	₹100.00
30/May/25	Office	Satara Road shop	CCTV issue	BIKE	6.00	N	₹30.00
30/May/25	Satara Road shop	Office	CCTV issue	BIKE	6.00	N	₹30.00
31/May/25	Office	Kotharud	CCTV Installation	BIKE	7.00	N	₹35.00
31/May/25	Kotharud	Office	CCTV Installation	BIKE	7.00	N	₹35.00
				SUBTOTAL ₹			3,805.00
				Less Cash Advance			
				TOTAL ₹			3,805.00
Don't forget to attach receipts!							
Date of submission	Signature of Employee			Signature of Authorised			
20/Jun/25							

