

General Expense Reimbursement



Employee Name:Saiprasad Phadatare
ID:119

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

From: 01-Nov-24

To: 30-Nov-24

DATE	PLACE FROM	PLACE TO	ACTION TAKEN	CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
1-Nov-24	OFFICE	KOTHARUD SHOP	FESTIVAL COUNTER	BIKE	7		35
	KOTHARUD SHOP	OFFICE	FESTIVAL COUNTER	BIKE	7		35
2-Nov-24	OFFICE	KOTHARUD SHOP	DIWALI FESTIVAL VISIT	BIKE	7		35
	KOTHARUD SHOP	OFFICE	DIWALI FESTIVAL VISIT	BIKE	7		35
3-Nov-24	OFFICE	KOTHARUD SHOP	DIWALI FESTIVAL VISIT	BIKE	7		35
	KOTHARUD SHOP	OFFICE	DIWALI FESTIVAL VISIT	BIKE	7		35
	OFFICE	SATARA ROAD SHOP	DIWALI FESTIVAL VISIT	BIKE	7		35
	SATARA ROAD SHOP	OFFICE	DIWALI FESTIVAL VISIT	BIKE	7		35
4-Nov-24	OFFICE	INDRAPRASTHA - RETURN	ACCESS CONTROL DEVICE	BIKE	2		10
5-Nov-24	OFFICE	GODAWN RETURN	CCTV INSTALLATION	BIKE	3		15
6-Nov-24	OFFICE	INDRAPRASTHA - RETURN	ACCESS CONTROL DEVICE	BIKE	2		10
	OFFICE	INDRAPRASTHA - RETURN	ACCESS CONTROL DEVICE	BIKE	2		10
7-Nov-24	OFFICE	PUNE SHOP	NVR REPLACEMENT	BIKE	3		15
	PUNE SHOP	OFFICE	NVR REPLACEMENT	BIKE	3		15
9-Nov-24	Home	PNB Branch (Holiday Visit)	Security system issue	BIKE	10		50
	PNB Branch (Holiday Visit)	Home	Security system issue	BIKE	10		50
12-Nov-24	OFFICE	INDRAPRASTHA - RETURN	ACCESS CONTROL DEVICE	BIKE	2		10
	OFFICE	KOTHARUD SHOP	Festival Counter CCTV reinstall	BIKE	7		35
	KOTHARUD SHOP	OFFICE	Festival Counter CCTV reinstall	BIKE	7		35
18-Nov-24	OFFICE	PNB BRANCH VISIT	PNB BRANCH SECURITY	BIKE	3		15
	PNB BRANCH VISIT	OFFICE	PNB BRANCH SECURITY	BIKE	3		15
21-Nov-24	OFFICE	PNB BRANCH VISIT	PNB BRANCH SECURITY	BIKE	3		15
	PNB BRANCH VISIT	OFFICE	PNB BRANCH SECURITY	BIKE	3		15
	OFFICE	PNB BRANCH VISIT	PNB BRANCH SECURITY	BIKE	3		15
	PNB BRANCH VISIT	OFFICE	PNB BRANCH SECURITY	BIKE	3		15
22-Nov-24	OFFICE	PUNE SHOP	CAMERA NOMENCLATURE	BIKE	3		15
	PUNE SHOP	OFFICE	CAMERA NOMENCLATURE	BIKE	3		15
25-Nov-24	OFFICE	SWARGATE Bus stand	Collect Parcel	Bike	4		20
	SWARGATE Bus stand	OFFICE	Collect Parcel	Bike	4		20
			Courier charges	Courier		YES	200
26-Nov-24	OFFICE	PNB BRANCH VISIT	PNB BRANCH SECURITY	BIKE	3		15
	PNB BRANCH VISIT	OFFICE	PNB BRANCH SECURITY	BIKE	3		15
	OFFICE	PNB BRANCH VISIT	PNB BRANCH SECURITY	BIKE	3		15
	PNB BRANCH VISIT	OFFICE	PNB BRANCH SECURITY	BIKE	3		15
27-Nov-24	OFFICE	PUNE SHOP	CAMERA RELOCATE	BIKE	3		15
	PUNE SHOP	OFFICE	CAMERA RELOCATE	BIKE	3		15
28-Nov-24	OFFICE	PNB BRANCH VISIT	IDS SECURITY REPLACEMENT	BIKE	3		15
	PNB BRANCH VISIT	OFFICE	IDS SECURITY REPLACEMENT	BIKE	3		15

					SUBTOTAL ₹ 1,015.00		
					Less Cash Advance		
					TOTAL RE ₹ 1,015.00		
Don't forget to attach receipts!							
Date of submission		Signature of Employee			Signature of Authorised		
28-11-2024		Saiprasad Phadatare					



GUNINA Commercials Pvt. Ltd. (Logistic Div.)

CIN : U74999MH2012PTC229536 (MSRTC Sole Licencee Kisanlal Gehiram & Company, Yavatmal)
Reg. Off. 107, 109, Sharda Chambers, New Marine Lines, Churchgate, Mumbai - 400020. Tel. 8380093377/55779577
GST No. 27AAECG6764E1ZH, Website : <http://guninaparcels.com>, Email : info@guninaparcels.com, gmmarketing@guninaparcels.com

Delivery No
D24114961042
Book Sr. No.

कराड ते : पुणे (स्वारगेट) (25/11/2024)



Receiver Name : HARISH(SAIPRASAD SIR-9325084939)

Consignee Mobile : 8830479616

Type :

From/To :	KARAD / PUNE SWARGATE
Consignor Name:	VIJAY
Type:	TOPAY
No Of Parcel / Weight :	1 / 20
Parcel Received:	23-11-2024 14:43
Delivery Date:	25/11/2024 10:39
Booking Date:	22/11/2024 12:28
Booking LR No:	24114961042
Goods contain:	BOX

Description	Amount(Rs.)
Booking Side Total	180.00
Door Delivery Charges	0.00
Demurrage Charge	0.00
Unloading/Delivery Charges	20.00
Sub Total	200.00
Round Off:	0.00
Grand Total:	200.00
Total Receivable:	₹ 200.00
Rs. Two Hundred Only	

Special Instruction :

टीप:- पार्सल स्वीकारान्याने जीएसटी कराचा भरणा करावयाचा आहे.

Note : Terms & Conditions Applied.

All Articles received in good condition.

Representative Signature

Customer Signature