

General Expense Reimbursement



Employee Name: Saiprasad Phadatare
ID: 119

From: 01/Oct/25

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

To: 31/Oct/25

DATE	PLACE FROM	PLACE TO	ACTION TAKEN	CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
1/Oct/25	Office	Pune shop	camera installation	BIKE	3	N	₹15.00
	Pune shop	Kotharud shop		BIKE	7	N	₹35.00
	Kotharud shop	Satara Road shop		BIKE	7	N	₹35.00
	Satara Road shop	Office		BIKE	7	N	₹35.00
4/Oct/25	Office	Kotharud shop	camera dismantle	BIKE	7	N	₹35.00
	Kotharud shop	Office	& reinstallation	BIKE	7	N	₹35.00
6/Oct/25	OFFICE	Pune shop	Cable dressing @ rack	BIKE	3	N	₹15.00
	Pune shop	OFFICE	Cable dressing @ rack	BIKE	3	N	₹15.00
9/Oct/25	OFFICE	Godawn & pune shop	Material collect & CCTV	BIKE	4	N	₹20.00
	pune shop	office		BIKE	4	N	₹20.00
	OFFICE	Godawn & pune shop	Material collect & CCTV	BIKE	4	N	₹20.00
	pune shop	office		BIKE	4	N	₹20.00
11/Oct/25	office	Baner shop	CCTV, FIRE, Security	BIKE	14	N	₹60.00
	Baner shop	office	return to office	BIKE	14	N	₹60.00
18/Oct/25	OFFICE	Pune shop	CCTV	BIKE	3	N	₹15.00
	Pune shop	OFFICE	CCTV	BIKE	3	N	₹15.00
	OFFICE	Satara Road shop	CCTV festival counter	BIKE	7	N	₹35.00
	Satara Road shop	OFFICE	return to office	BIKE	7	N	₹35.00
21/Oct/25	Office	Kotharud shop	Festival CCTV visit	BIKE	7	N	₹35.00
	Kotharud shop	Office	Festival CCTV visit	BIKE	7	N	₹35.00
27/Oct/25	Home	Katraj Bus stop	Kolhapur shop visit	AUTO	4	N	₹80.00
	Katraj Bus stop	Kolhapur Bus stand	Kolhapur shop visit	BUS	270	Y	₹395.00
		Lunch @ Kolhapur		FOOD		Y	₹250.00
		Dinner @ Satara		FOOD		Y	₹230.00
27/Oct/25	Kolhapur Bus stand	Katraj Bus stop	Pune return	BUS	270	Y	₹576.00
27/Oct/25	Katraj Bus stop	Home @ 12:30 night	Pune return	AUTO	4	Y	₹150.00
30/Oct/25	OFFICE	Pune shop	3rd Floor CCTV no D36	BIKE	3	N	₹15.00
	Pune shop	OFFICE	3rd Floor CCTV no D37	BIKE	3	N	₹15.00
	OFFICE	Bluedart Market yard	Keypad repair	BIKE	5	N	₹25.00

	Bluedart Market yard	OFFICE	Keypad repair	BIKE	5	N	₹25.00
				SUBTOTAL		₹ 2,351.00	
				Less Cash Advance		0	
				TOTAL Reimbusment		₹ 2,351.00	
Don't forget to attach receipts!							
Date of submission				Signature of Authorised			
Signature of Emplpyoe							
31/Oct/25							