

General Expense Reimbursement



Employee Name: Harishchand Maskare

ID:

From:

Expense Period

1st Oct 2025

Manager Name: Mr. Gaurav Shah

To:

31st Oct 2025

Department: Hardware and Network

Itemized Expenses

DATE	Discription	CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
1-Oct-25	Office to Chinchwad to Office====>Festival Counter	Travel	38	No	190
2-Oct-25	Office to Chinchwad to Charholi to Bhosari to Baner to Office====> Festival	Travel	71	No	355
5-Oct-25	Office to Chinchwad to Office====>Security issues	Travel	38	No	190
9-Oct-25	Office to Pune shop to Office====>Camera issues.	Travel	4	No	20
11-Oct-25	Office to Baner to Office to Bhosari Midc to Akurdi to Office====>Fire issues, Volvo bus security installation	Travel	82	No	410
14-Oct-25	Office to Sir home to Office====Camera issues	Travel	6	No	30
17-Oct-25	Office to Pune shop to Office to Baner to Office====>Camera issues.	Travel	30	No	150
18-Oct-25	Office to Chinchwad to Bhosari to office====> Festival, Fire issues	Travel	47	No	235
21-Oct-25	Office to Baner to office to Charholi to Chinchwad to office====>	Travel	78	No	390
22-Oct-25	Office to Baner to Chinchwad to Office====> Festival	Travel	44	No	220
		SUBTOTAL		₹	2,190.00
		Less Cash Advance			
		TOTAL REIMBURSEMENT		₹	2,190.00
			Don't forget to attach receipts!		
Date of submission	Signature of Employee	Signature of Authorised			

