

General Expense Reimbursement



Employee Name: Harishchand Maskare				Expense Period	
ID:		From:		1st Sep 2025	
Manager Name: Mr. Gaurav Shah		To:		30th Sep 2025	
Department: Hardware and Network					
Itemized Expenses					
DATE		CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
1-Sep-25	Office to Kothrud to office==>Meeting	Travel	14	No	70
2-Sep-25	Office to Baner to office==>Meeting	Travel	26	No	130
5-Sep-25	Office to Kothrud to office==>Camera installation	Travel	14	No	70
8-Sep-25	Office to Baner to office==>Meeting	Travel	26	No	130
9-Sep-25	Office to Kothrud to office==>Camera installation	Travel	14	No	70
10-Sep-25	Office to Baner to office==>Smoke detector Installation	Travel	26	No	130
11-Sep-25	Office to Chinchwad to Office to pune shop to office==>CCTV issues	Travel	42	No	210
12-Sep-25	Office to Baner to office==>Baner project work	Travel	26	No	130
13-Sep-25	Office to Baner to office==>Baner project work	Travel	26	No	130
14-Sep-25	Office to Baner to office==>Baner project work	Travel	26	No	130
15-Sep-25	Office to Bopodi to Office==>	Travel	18	No	90
16-Sep-25	Office to Baner to Chinchwad to Office==>Security Issues, Project work	Travel	52	No	260
17-Sep-25	Office to Baner to office==>Baner project work	Travel	26	No	130
18-Sep-25	Office to Baner to Office to Pune shop to Office to R-Isha to baner to Office==>Baner Project, Camera issues, Camera received, Baner Project	Travel	127	No	635
19-Sep-25	Office to Baner to office to Bopodi to Office==>Baner project work, Volvo bus camera installation	Travel	26	No	130
20-Sep-25	Office to Chinchwad to Office to Pune shop to Office==>Camera installation, Camera installation	Travel	42	No	210
21-Sep-25	Office to Chinchwad to office to Baner to office==>2F renovation, Baner Project	Travel	64	No	320
22-Sep-25	Office to Pune shop to office to pune shop to Office==>3rd floor renovation	Travel	8	No	40
23-Sep-25	Office to Baner to Pune shop to Office==>Shutter sensor installation	Travel	28	No	140
24-Sep-25	Office to Baner to Office==>Shutter sensor installation	Travel	26	No	130
25-Sep-25	Office to Pune shop to Office to Kothrud to Pune shop==>Camera insatallation, Camera installation	Travel	18	No	90
28-Sep-25	Office to Chinchwad to office==> Camera installation	Travel	38	No	190
30-Sep-25	Office to Charholi to Office==>security issues	Travel	40	No	200
SUBTOTAL				₹	3,765.00
Less Cash Advance					0
TOTAL REIMBURSEMENT				₹	3,765.00
Don't forget to attach receipts!					
Date of submission	Signature of Employee		Signature of Authorised		

