

# General Expense Reimbursement



Employee Name:Saiprasad Phadatare  
ID:119

From: 01/Sep/25

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

To: 30/Sep/25

DATE	PLACE FROM	PLACE TO	ACTION TAKEN	CATEG ORY	DISTANC E/ QUANTIT Y	BILLS ATTACH ED	COST
3/Sep/25	Home	SANGALI BUS STOP	camera installation	BUS	270	Y	₹413.00
	SANGALI BUS STOP	Jaysinghpur Bus stop	camera installation	AUTO	7	N	₹40.00
	Jaysinghpur Bus stop	Jaysinghpur shop	camera installation	AUTO	2	N	₹20.00
	Lunch at Jaysinghpur		camera installation	FOOD		Y	₹200.00
	Jaysinghpur	SANGALI SHOP	FAS SYSTEM TEST	AUTO	7	N	₹170.00
	SANGALI SHOP	SANGALI BUS STOP	CCTV	AUTO	2	N	₹30.00
	SANGALI BUS STOP	KATRAJ	CCTV	BUS	270	Y	₹413.00
	DINNER AT Miraj		CCTV	FOOD		Y	₹270.00
7/Sep/25	OFFICE	Kotharud shop	CCTV	BIKE	7	N	₹35.00
	Kotharud shop	OFFICE	CCTV	BIKE	7	N	₹35.00
11/Sep/25	Home	Baner shop	CCTV	BIKE	20	N	₹100.00
	Baner shop	Home	CCTV	BIKE	20	N	₹100.00
13/Sep/25	Home	Baner shop	CCTV	BIKE	20	N	₹100.00
13/Sep/25	Baner shop	Home	CCTV	BIKE	20	N	₹100.00
14/Sep/25	Home	Baner shop	CCTV	BIKE	20	N	₹100.00
14/Sep/25	Baner shop	Home	CCTV	BIKE	20	N	₹100.00
15/Sep/25	Home	Baner shop	CCTV	BIKE	20	N	₹100.00
15/Sep/25	Baner shop	Home	CCTV	BIKE	20	N	₹100.00
16/Sep/25	Home	Baner shop	CCTV	BIKE	20	N	₹100.00
16/Sep/25	Baner shop	Home	CCTV	BIKE	20	N	₹100.00
17/Sep/25	Home	Baner shop	CCTV	BIKE	20	N	₹100.00
17/Sep/25	Baner shop	Home	CCTV	BIKE	20	N	₹100.00
18/Sep/25	OFFICE	Baner shop	CCTV	BIKE	14	N	₹70.00
18/Sep/25	Baner shop	Bopodi	bus cctv	BIKE	9	N	₹45.00
	Bopodi	Baner shop	bus cctv	BIKE	9	N	₹45.00
	Baner shop	Office	CCTV	BIKE	14	N	₹70.00
	Dinner 2 person	(Harish + Sai)	CCTV	FOOD		Y	₹380.00
19/Sep/25	HOME	Baner shop	CCTV	BIKE	20	N	₹100.00
19/Sep/25	Baner shop	HOME	CCTV	BIKE	20	N	₹100.00
20/Sep/25	Office	Pune shop	CCTV	BIKE	3	N	₹15.00
20/Sep/25	Pune shop	Bopodi	bus cctv	BIKE	9	N	₹45.00
	Bopodi	Pune shop	bus cctv	BIKE	9	N	₹45.00

21/Sep/25	HOME	Baner shop	CCTV	BIKE	20	N	₹100.00
	Baner shop	Pune shop	CCTV	BIKE	14	N	₹60.00
	Pune shop	Office	CCTV	BIKE	3	N	₹15.00
		Dinner at pune shop	8 pm to 5 am	FOOD		Y	₹200.00
23/Sep/25	Office	Pune shop	CCTV	BIKE	3	N	₹15.00
	Pune shop	Office	CCTV	BIKE	3	N	₹15.00
	Office	Pune shop	CCTV	BIKE	3	N	₹15.00
	Pune shop	Office	CCTV	BIKE	3	N	₹15.00
25/Sep/25	Office	Pune shop	Security	BIKE	3	N	₹15.00
	Pune shop	Kotharud shop	CCTV	BIKE	7	N	₹35.00
	Kotharud shop	Pune shop	CCTV	BIKE	7	N	₹35.00
	Office	Baner shop	CCTV	BIKE	14	N	₹70.00
	Baner shop	Office	CCTV	BIKE	14	N	₹70.00
28/Sep/25	Home	Navale Bridge	Satara shop visit	AUTO	7	N	₹120.00
	Karad shop	Karad Bus stand	karad shop visit	AUTO	2	N	₹30.00
	Karad Bus stand	Kolhapur Bus stand	Kolhapur Shop visit	BUS	70	Y	₹122.00
	Kolhapur Bus stand	Kolhapur Shop	Kolhapur Shop visit	AUTO	3	N	₹30.00
			Dinner at karad	FOOD		Y	₹170.00
	Kolhapur Shop	Surya hotel	Lodging	AUTO	2	N	₹20.00
29/Sep/25	Surya hotel	Kolhapur Shop	Kolhapur Shop visit	AUTO	2	N	₹20.00
29/Sep/25	Kolhapur Shop	Kolhapur Bus stand	karad shop visit	AUTO	3	N	₹30.00
			Lunch at Kolhapur	FOOD		Y	₹250.00
	Kolhapur Bus stand	Karad Bus stand	karad shop visit	BUS	70	Y	₹132.00
	Karad Bus stand	Karad shop	karad shop visit	AUTO	2	N	₹30.00
			Dinner at Karad	FOOD		Y	₹220.00
	Karad shop	Karad Bus stand	Pune return	AUTO	2	N	₹30.00
	Karad Bus stand	Swargate Bus stand	Pune return	BUS	270	Y	₹282.00
	Swargate Bus stand	Home	Pune return	AUTO	9	N	₹160.00
				SUBTOT ₹			6,047.00
				Less Cash Advance			
				TOTAL ₹			6,047.00
Don't forget to attach receipts!							
Date of submission				Signature of Authorised			
Signature of Employee							
05/Oct/25							