

# General Expense Reimbursement



Employee Name:Gaurav Potwar  
ID:68

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

From: 15/Feb/24

To: 15/Mar/24

DATE	PLACE FROM	PLACE TO	ACTION TAKEN	CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
19/Feb/24	OFFICE	SATARA ROAD	CAMERA REInstallation	BIKE	7		35
	SATARA ROAD	OFFICE	RETURN	BIKE	7		35
22/Feb/24	OFFICE	SATARA ROAD	CAMERA REInstallation	BIKE	7		35
	SATARA ROAD	OFFICE	RETURN	BIKE	7		35
27/Feb/24	WAGHOLI(HOME)	SWARGATE	SATARA CAMERA ISSUE	AUTO	22		220
28/Feb/24	BREACKFAST	LUNCH	WITH HARISH SIR	FOOD		yes	404.19
28/Feb/24	PUNE STATION	WAGHOLI(HOME)	RETURN	AUTO	15		150
6/Mar/24	OFFICE	SATARA ROAD	CAMERA REInstallation	BIKE	7		35
	SATARA ROAD	OFFICE	RETURN	BIKE	7		35
	OFFICE	PNB OFFICE	CAMERA ISSUE	BIKE	4		20
	PNB OFFICE	OFFICE	RETURN	BIKE	4		20
	OFFICE	PNB OFFICE	CAMERA REPLACEMENT	BIKE	4		20
	PNB OFFICE	OFFICE	RETURN	BIKE	4		20
8/Mar/24	OFFICE	KOTHRUD	CAMERA ISSUE	BIKE	10		50
	KOTHRUD	OFFICE	RETURN	BIKE	10		50
							0
							0

SUBTOTAL ₹ 1,164.19

Less Cash Advance

TOTAL REIMBURSEMENT ₹ 1,164.19

Don't forget to attach receipts!

Date of  
submission

Signature of Employee

Signature of Authorised

19/03/2024

☒ Plain Cheese Sandwich

2

 X ₹90 ₹180

☒ Kanda Poha

2

 X ₹30 ₹60

☒ Masala Dosa

4

 X ₹65 ₹260

Item total ₹500

Coupon - (MAXSAVER) You saved ₹150.00

Taxes ₹19.19

Delivery Charge (Free with Gold) ₹34 FREE

Donate ₹2 to Feeding India ₹2.00

Platform fee ₹3.00

Tip for your delivery partner ₹30

Grand Total ₹404.19