

General Expense Reimbursement



Employee Name: Harishchand Maskare

ID:

Manager Name: Mr. Gaurav Shah

Department: Hardware and Network

From:

Expense Period

19th March 2024

To:

2nd April 2024

Itemized Expenses

DATE		CATEGORY	DISTANCE/ QUANTITY	BILLS ATTACHED	COST
19-Mar-24	Office to Pune shop to Office==> Demo camera instalation	Travel	6	No	30
20-Mar-24	Office to Phoenix mall to office==> Camera installation	Travel	40	No	200
21-Mar-24	Office to Phoenix mall to to office==>Camera Installation	Travel	40	No	200
22-Mar-24	Office to Phoenix mall to office==> camera installation	Travel	40	No	200
23-Mar-24	Office to Security cart to Office to Phoenix mall to office==> Access control material, camera installation	Travel	56	No	280
26-Mar-24	Office to Market to Office to Chinchwad to office==> Access control material, camera issuess	Travel	44	No	220
1-Apr-24	Office to Wakad to office to Market to wakad to office==>Camera checking, TV and wall mount bracket deliver	Travel	82	No	410
	TV Deliver Via Porter	Porter	19	Yes	731.36
2-Apr-24	Office to market to Wakad to office==> TV Installation	Travel	42	No	210
SUBTOTAL				₹	2,481.36
Less Cash Advance					
TOTAL REIMBURSEMENT				₹	2,481.36
Don't forget to attach receipts!					
Date of submission	Signature of Employee		Signature of Authorised		
03-04-2024					

← Trip details

01 Apr 2024, 05:51 PM

CRN2002670475

₹ 732.0



Nilesh

3 Wheeler | MH-12-VB-3571



Mudliar Chambers, Mudaliar Rd, Rasta P...



Chandukaka Saraf & Sons Pvt Ltd - Chin...

Fare details

Trip Fare ₹ 731.36

Coupon discount ₹ -0.0

Fare Without Tax ₹ 731.36

CGST Tax ₹ 0.0

SGST Tax ₹ 0.0

Total Order Fare ₹ 731.36

Payment details

Porter Credits ₹ 731.36

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