

# General Expense Reimbursement



Employee Name: Saiprasad Phadatare  
ID: 119

From: 01/Nov/25

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

To: 30/Nov/25

DATE	PLACE FROM	PLACE TO	ACTION TAKEN	CATEGORY	DISTANCE/QUANTITY	BILLS ATTACHED	COST
3/Nov/25	Office	Pune shop	2nd Floor dismantle	BIKE	3		₹15.00
	Pune shop	Office	2nd Floor dismantle	BIKE	3		₹15.00
7/Nov/25	Office	Godawn, Kotharud	Switch issue	BIKE	7		₹35.00
	Kotharud & Indraprastha	Office	Camera Installation	BIKE	7		₹35.00
14/Nov/25	Office	satara road shop	Camera s offline issue	BIKE	7		₹35.00
	satara road shop	Office	Camera s offline issue	BIKE	7		₹35.00
16/Nov/25	Office	satara road shop	Camera s offline issue	BIKE	7		₹35.00
	satara road shop	Office	Camera s offline issue	BIKE	7		₹35.00
	Office	Pune shop	2nd Floor detector	BIKE	3		₹15.00
	Pune shop	Office	3rd Floor detector	BIKE	3		₹15.00
27/Nov/25	Home	Wai Shop	Lift camera door lock	BIKE	50		₹250.00
			Lunch at Wai				₹240.00
			Dinner at Wai				₹250.00
	Wai Shop	Home	Return to Pune	BIKE	50		₹250.00
29/Nov/25	Home	Chinchwad Wada	CCTV installation	BIKE	20		₹100.00
	Chinchwad Wada	Home	CCTV installation	BIKE	20		₹100.00
30/Nov/25	Home	Chinchwad Wada	CCTV installation	BIKE	20		₹100.00
	Chinchwad Wada	Home	CCTV installation	BIKE	20		₹100.00

SUBTOTAL ₹ 1,660.00

Less Cash Advance 0

TOTAL Reimbursement ₹ 1,660.00

Don't forget to attach receipts!

Date of submission Signature of Employee

Signature of Authorised

30/Nov/25

