

Weekly - Petty cash /expense card statement.

Name		R.S. Satkiren (A)		Statement date		04-04-2025	
Prepared by		Satkiren		Sign		RS	
From period		31-03-2025		To period		02-04-2025	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	Am S-4554	Am S-4554	Travel charge (Bus) from kumarapalem	3354	Y N	Y N	
2.			DVD - L.B. Nagar (HYD) (members)		Y N	Y N	
3.	Am S-4554	Am S-4554	Towards food expenses of mrt	800	Y N	Y N	
4.					Y N	Y N	
5.	Am S-4554	Am S-4554	Transportation charges from home to tel gad st. & vskp to DVD (room)	720	Y N	Y N	
6.					Y N	Y N	
7.					Y N	Y N	
8.					Y N	Y N	
9.					Y N	Y N	
10.	Total			4874 ₹/-			
Amount to be credited by		Transfer to Happy card, Other:		Cash reimbursement,	Transfer to personal a/c.		
Approved by:		Div. Manager	Accountant	Accounts Manager	MD		
Sign:							
Date:		4/4/25	4/4/25				

1. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week

APPROVED BY
04 APR 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

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Asst Project Manager (Q.C)

DEBIT VOUCHER			
Company/Firm	AMT 2		
Project	AMS-4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Toward Bus Travelling charges from Kurnanagahen Duvada to L.B.Nagar (HYP) (2 members)		
Location of work	QC-checking at AMT 2		
Amount in Rs.	3354 ₹/-		
Amount in words	Three thousand three Hundred fifty four Rupees only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Sarkinen (QC)	 04 APR 2025		

S. SUNIL KUMAR
 Asst Project Manager (Q.C)

DEBIT VOUCHER			
Company/Firm	AMS 4554 (Amr2)		
Project	AMS 4554		
Voucher No.			
Account head			
Paid to	Towards Food Expenses for (Sarkin)		
Towards/description of work	QC-checking at Amr2 vizag on 31-03-25 to 02-04-2025		
Location of work	vizag (Amr2) (2 days)		
Amount in Rs.	800 ₹/-		
Amount in words	Eight Hundred Rupees only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Sarkin (Ac)	SK		

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Asst Project Manager (Q.C)

DEBIT VOUCHER			
Company/Firm	Am T z		
Project	AMS-4554		
Voucher No.			
Account head			
Paid to	Transportation charges for Jiskiran		
Towards/description of work	From (Home → Secbad st), (Vskp to Room bud) and return (L.B. Nagar to Home).		
Location of work	Am T z Viskp		
Amount in Rs.	720 ₹/		
Amount in words	Seven Twenty Rupees only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Jiskiran (Q.C.)			

APPROVED BY
04 APR 2025
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Asst Project Manager (Q.C.)

PNR

1236681

Ticket ID

TS250401085452023437RUSO

Order ID

25060584469

Departure

VISAKHAPATNAM

8:25 PM, Tue, 01 Apr 2025



Arrival

HYDERABAD

6:55 AM, Wed, 02 Apr 2025

Bus Operator Name
Mozo Tours & Travels

Driver Contact & Vehicle Number
You will get the driver contact
number and vehicle number 30 mins
to 1 hour before departure

Boarding Point
VSP-kurmannapalem
Kurmannapalem Kurmannapalem

Dropping Point
LB Nagar (Pickup Van/Bus)
Near Bank of India

Reporting Time
8:10 PM

Boarding Time
8:25 PM

Bus Type
2+1, MG GLIDERZ+ LUXURY
SLEEPER, AC, NON-VIDEO

Traveller Details

1. Saikiran	Male	Seat No: L14
2. Abhishek	Male	Seat No: L15

Fare & Payment Details

Base Fare (2 Travellers):	₹ 2848
Operator GST :	₹ 142.4
Travel Insurance :	₹ 100
Free Cancellation :	₹ 264
Total Amount Paid :	₹ 3354.4
Promo Applied	BUSOFF

Yay ! You are eligible for 100% refund on cancellation of this ticket 4 hours prior to a departure.

Cancellation Policy:

- You are eligible for free cancellation if you cancel the ticket up to 4 hours prior to travel. Terms and Conditions apply.
- If you cancel within 4 hours of travel, cancellation policy of bus operator will be applicable.

Time of Cancellation	Refund percentage	Refund Amount
Between Tue, 1 Apr 7:15 AM and Tue, 1 Apr 1:14 PM	50%	₹ 747.60
Between Tue, 1 Apr 1:15 PM and Tue, 1 Apr 4:14 PM	25%	₹ 373.80
Non refundable After Tue, 1 Apr 4:15 PM	Non-refundable	Non-refundable

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04 APR 2025
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