Weekly - Petty cash /expense card statement.

Name	Abhishek Gautam		Statement date	04-04-2025		
Prepared by	Abhishek Gautam		Sign	Abhishek		
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.	AMTZ-4554	AMS -4554	Transport tickets from (HYD to Vizag)		Y N	Y N
2.			(Vizag To HYD) for Abhishek & Sai Kiran	3779/-	Y N	Y N
3.	AMTZ-4554	AMS -4554	Towards food expenses	800/-	Y N	Y N
4.	AMTZ-4554	AMS -4554	Transport charges	690/-	Y N	Y N
5.					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			5269/-		

Amount to be credited by	Transfer to Happy card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.	
Approved by:	Div. Manager	Accountant	Accounts Manager	MD	
Sign: SK	SK				
Date: 4/4/25	4/4/25				

Notes: 1. Scanned copy of this statement to be submitted before every Friday 5pm. 2. 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
Ass. Project Manager (Q.C)

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

DEBIT VOUCHER			
Company/Firm	AMTZ		
Project	AMS-4554		
Voucher No.			
Account head			
Paid to	Transport Expenses (Train tickets)		
Towards/description of work	Transport charges from (Hyd To Vizag), (Vizag To HYD) for Abhishek & Sai kiran.		
Location of work	Vizag QC checking		
Amount in Rs.	3779/-		
Amount in words	Three Thousand seven hundred and seventy nine only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Abhishek	[signature]		

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

Electronic Reservation Slip (ERS) - (B2C)

Paytm

IRCTC

Boarding From		To
SECUNDERABAD JN (SC)	→	VISAKHAPATNAM (VSKP)
Departure* 20:15 31-Mar-2025		Arrival* 06:30 01-Apr-2025

PNR:	Train No./Name	Class
4836750202	22204/VSKP DURONTO	AC 3 Tier (3A)
Quota	**Distance**	**Ticket Printing Time**
General (GN)	663 KM	27-Mar-2025 11:17:03 Hrs

Passenger Details:

#	Name	Age	Gender	Booking Status	Current Status
1.	Abhishek Gautam	22	MALE	RAC/5	RAC/4
2.	Sai Kiran	25	MALE	RAC/6	RAC/5

Acronyms: RLWL: REMOTE LOCATION WAITLIST
WAITLIST RSWL: ROAD-SIDE WAITLIST
PQWL: POOLED QUOTA
CNF: CONFIRM

Transaction Id (Reservation Id): 100005686775411

भारतीय रेल यात्रा की लागत का औसतन केवल 57% वसूल करती है।

IR recovers only 57% of cost of travel on an average.

Payment Details

Ticket Fare	₹ 3260.00
IRCTC Convenience Fee	₹ 35.40
Agent Service Charge	₹ 40.00
Free Cancellation Charges	₹ 444.00
Total Fare	₹ 3779.40

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

PG Charges as applicable (Additional)

IRCTC Convenience Fee & Agent Service Charges are charged per e-ticket irrespective of no. of passengers on the ticket

*** The printed Departure and Arrival Times are liable to change. Please check correct departure, arrival from Railway Station Enquiry or Dial 139 or SMS RAIL to 139.**

Agent Details:

Principal Agent Name: One97 Communications Ltd.

Customer care Email : trainscare@paytm.com   Customer Care Contact: 0120 4880880

- Prescribed original ID proof is required while travelling along with SMS/ VRM/ ERS otherwise will be treated as without ticket and penalized as per Railway Rules.

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

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

DEBIT VOUCHER

Company/Firm	AMTZ		
Project	AMS -4554		
Voucher No.			
Account head			
Paid to	Transport Charges for (Abhishek).		
Towards/description of work	From (Home -> Sec-bad St), (VSKP -> Room). (L:B Nagar To Mettuguda To Safilguda.)		
Location of work	AMTZ Vizag.		
Amount in Rs.	690/-		
Amount in words	Six hundred and Ninety only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Abhishek	SK		

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