Weekly - Petty cash /expense card statement.

| | | | |
|---|---|---|---|
| Name | Abhishek Gautam | Statement date | 02-05-2025 |
| Prepared by | Abhishek Gautam | Sign | Abhishek |
| From period | 28-04-2025 | To period | 30-04-2025 |

| Sl No | Debit to company | Debit to project | Description of expense | Amount | Bill enclosed | GST bill |
|---|---|---|---|---|---|---|
| 1. | AMTZ-4554 | AMS-4554 | Train Tickets from (HYD TO Vizag) | | Y N | Y N |
| 2. | ---- | ---- | (Vizag To HYD) for Abhishek Gautam. | 3275/- | Y N | Y N |
| 3. | AMTZ-4554 | AMS-4554 | Toward food Expenses | 800/- | Y N | Y N |
| 4. | AMTZ-4554 | AMS-4554 | Transport charges | 540/- | 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 | | | 4615/- | | |

| | | | | |
|---|---|---|---|---|
| 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: 02-05-25 | 02-05-25 | | | |

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 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. 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
02 MAY 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 Gautam. | | |
| Location of work | Vizag QC checking | | |
| Amount in Rs. | 3275/- | | |
| Amount in words | Three Thousand and Two hundred Seventy five only. | | |
| Mode of payment | | | |
| | Cheque/trf No. | Date | Bank |
| | | | |
| Prepared by | Approved by | Receivers Name | Receivers Signature |
| Abhishek | | | |

APPROVED BY
02 MAY 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

③

| 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 (28-04-25 To 30-04-25) | | |
| 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 | Sk | | |

APPROVED BY
02 MAY 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

②

| DEBIT VOUCHER | | | |
|---|---|---|---|
| Company/Firm | AMTZ | | |
| Project | AMS-4554 | | |
| Voucher No. | | | |
| Account head | | | |
| Paid to | Transport charges for (Abhishek) | | |
| Towards/description of work | From (Home To Sec-bad st), (VSKP-room) (malkajgiri st To safilguda) | | |
| Location of work | Vizag AMTZ | | |
| Amount in Rs. | 540/- | | |
| Amount in words | five Hundred and fourty only. | | |
| Mode of payment | | | |
| | Cheque/trf No. | Date | Bank |
| | | | |
| Prepared by | Approved by | Receivers Name | Receivers Signature |
| Abhishek | SK | | |

APPROVED BY
02 MAY 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

# Electronic Reservation Slip (ERS) - (B2C)

Pay

IRCTC

| Boarding From | | To |
|---|---|---|
| SECUNDERABAD JN (SC) | → | VISAKHAPATNAM (VSKP) |
| Departure* 20:15 28-Apr-2025 | | Arrival* 06:30 29-Apr-2025 |

| PNR: | Train No./Name | Class |
|---|---|---|
| 4738300716 | 22204/VSKP DURONTO | AC 3 Tier (3A) |
| **Quota** | **Distance** | **Ticket Printing Time** |
| Tatkal (TQ) | 663 KM | 27-Apr-2025 10:13:22 Hrs |

## Passenger Details:

| # | Name | Age | Gender | Booking Status | Current Status |
|---|---|---|---|---|---|
| 1. | Abhishek Gautam | 24 | M | CNF/B6/51 | CNF/B6/51 |

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

**Transaction Id (Reservation Id): 100005756398135**

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 | ₹ 1740.00 |
| IRCTC Convenience Fee | ₹ 35.40 |
| Agent Service Charge | ₹ 40.00 |
| Travel Insurance Premium | ₹ 0.45 |
| Total Fare | ₹ 1815.85 |

APPROVED BY
02 MAY 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.

# Electronic Reservation Slip (ERS) - (B2C)

Paytm

IRCTC

| Boarding From | | To |
|---|---|---|
| DUVVADA (DVD) | → | KACHEGUDA (KCG) |
| Departure* 19:07 29-Apr-2025 | | Arrival* 06:45 30-Apr-2025 |

| PNR: | Train No./Name | Class |
|---|---|---|
| 6551878556 | 12861/VSKP MBNR SF | AC 3 Tier (3A) |
| **Quota** | **Distance** | **Ticket Printing Time** |
| Tatkal (TQ) | 686 KM | 28-Apr-2025 10:11:35 Hrs |

## Passenger Details:

| # | Name | Age | Gender | Booking Status | Current Status |
|---|---|---|---|---|---|
| 1. | Abhishek Gautam | 24 | M | CNF/B6/12 | CNF/B6/12 |

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

**Transaction Id (Reservation Id): 100005757938977**

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

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

APPROVED BY
02 MAY 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

## Payment Details

| | |
|---|---|
| Ticket Fare | ₹ 1385.00 |
| IRCTC Convenience Fee | ₹ 35.40 |
| Agent Service Charge | ₹ 40.00 |
| Travel Insurance Premium | ₹ 0.45 |
| Total Fare | ₹ 1460.85 |

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.

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