Weekly - Petty cash /expense card statement.

Name	R.S. Saikiran	Statement date	13/05/2025
Prepared by	R.S. Saikiran	Sign	[signature]
From period	09/05/2025	To period	11/05/2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMTZ-4554	AMTZ-4554	Bus travelling charges from	2465	Y N	Y N
2.			LB Nagar to Kurmannapalem (Vizag)		Y N	Y N
3.			(Steel plant).		Y N	Y N
4.	AMTS-4554	AMTZ-4554	Bus travelling charges, from	2728-95	Y N	Y N
5.			Kurmannapalem (Duvvada) to L.B. Nagar		Y N	Y N
6.			Hyderabad		Y N	Y N
7.	AMTZ-4554	AMTZ-4554	Transportation charges Home to LB Nagar	650	Y N	Y N
8.			& LB Nagar to Home		Y N	Y N
9.			Food allowances, for 2days	800.	Y N	Y N
10.	Total			6,644 =/-		

Amount to be credited by	Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign: [signature]	[signature]			
Date: 13/5/25	13/5/25.			

Notes: 1. Scanned copy of this statement to be submitted before [...] 2pm 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipted of scanned statement on Saturday [...] 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. [...] 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
13 MAY 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

APPROVED BY
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Asst Project Manager (Q.C)

DEBIT VOUCHER			
Company/Firm	AMTZ-4554		
Project	AMTZ-4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Towards Bus travelling charges from CB nagar to Duvada (Kurmannapalem) vizag.		
Location of work	QC-checking purpose. at vizag.		
Amount in Rs.	2465 Rs		
Amount in words	Two thousand four hundred sixtey five Rupees only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Saikiran (QC)	[signature]		

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

DEBIT VOUCHER			
Company/Firm	AM72-4554		
Project	AM72-4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Towards Bus travelling charges from kurmanpalem (Duvvada) to L.B. Nagar (HYD)		
Location of work	QC checking purpose at Vizag.		
Amount in Rs.	2728 ₹/-		
Amount in words	Two thousand Seven Hundred twenty Eight Rupees only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Saikiran (QC)			

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

DEBIT VOUCHER

Company/Firm	AMTZ-4554		
Project	AMTZ-4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Towards, Food Allowances for 2days.		
Location of work	AMTZ vizag at 2days		
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
Saikiran (QC)	[signature]		

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

DEBIT VOUCHER			
Company/Firm	AMTZ-4554		
Project	AMTZ-4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Towards, Transportation Allowances from Home to CBNagar & CBNagar to Home		
Location of work	Vizag AMTZ		
Amount in Rs.	650 ₹/-		
Amount in words	Six hundred fifty rupees only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Saikiran (QE)	[signature] APPROVED BY 13 MAY 2025 S. SUNIL KUMAR Asst Project Manager (Q.C)		

paytm travel

For Assistance Operator Contact:

PNR	Ticket ID	Order ID
709982	TS250508203623267450RVWW	25249464388

Departure — **Arrival**

HYDERABAD — **VISAKHAPATNAM**

6:25 PM, Fri, 09 May 2025 — 6:40 AM, Sat, 10 May 2025

Bus Operator Name
Mayuri Travels

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

Boarding Point
Mallapur (Pickup Van/Bus)
Opp Noma Talkies Near Sbi Atm Ph :
Opp Noma Talkies Near Sbi Atm Ph :

Dropping Point
Kurmanipalem
Kurmanipalem

Reporting Time
6:10 PM

Boarding Time
6:25 PM

Bus Type
2+1, SLEEPER/SEATER, AC

Traveller Details

1. Saikiran	Male	Seat No: **U15**

Fare & Payment Details

Base Fare (1 Traveller):	**₹ 2300**
Operator GST :	**₹ 115**
Travel Insurance :	**₹ 50**
Total Amount Paid :	**₹ 2465**
Promo Applied	[illegible]

Cancellation Policy:

a. Cancellation charges are calculated on the actual fare of the [illegible] coupons are used while purchasing the ticket, the discounted [illegible] calculate the refund amount when [illegible]

b. Cancellation policy is calculated based on the scheduled departure time of the service (i.e. service start time). Service start time: 7:00 PM

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

Time of Cancellation	Refund percentage	Refund Amount
Cancelled before Fri, 9 May 10:59 AM	90%	[illegible]
Between Fri, 9 May 11:00 AM and Fri, 9 May 3:59 PM	50%	[illegible]
[illegible] 9 May 2:00 PM	[illegible]	[illegible]

Terms and Conditions:

Paytm is only a bus ticket booking platform. It does not operate bus services [illegible] In order to provide a comprehensive choice of bus operators, departure times [illegible] to customers, it has tied up with many bus operators and service providers.

paytm travel

For Assistance Operator Contact:
8985483383

PNR	Ticket ID	Order ID
1068408	TS2505091101104958O6XOKF	25258434111

Departure
VISAKHAPATNAM
7:25 PM, Sat, 10 May 2025

Arrival
HYDERABAD
7:15 AM, Sun, 11 May 2025

Bus Operator Name
Limoliner Travels

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

Boarding Point
Kurmanpalem
Beside RTC Depot 8985483383 Beside Rtc Depot

Dropping Point
L B Nagar
KLM Shopping Mall, Beside Pralavi Garden, Near Chintalkunta Bustop, Towards Vanastalipuram
KLM Shopping Mall, Beside Pralavi Garden, Near Chintalkunta Bustop, Towards Vanastalipuram

Reporting Time
7:10 PM

Boarding Time
7:25 PM

Bus Type
2+1, PREMIUM SLEEPER, AC

Traveller Details

1. Saikiran	Male	Seat No: U10

Fare & Payment Details

Fare & Payment Details	₹ 2598.05
Base Fare (1 Traveller):	₹ 79.95
Operator GST :	₹ 50
Travel Insurance :	₹ 2728.95
Total Amount Paid :	

Cancellation Policy:

a. Cancellation charges are calculated on the actual fare of the ticket. If [illegible] coupons are used while purchasing the ticket, the discounted value would be used to calculate the refund amount when a ticket is cancelled.
b. Cancellation policy is calculated based on the scheduled departure time of [illegible] service (i.e. service start time). Service start time: 6:30 PM

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

Time of Cancellation	Refund percentage	Refund Amount
[illegible]		
Between Fri, 9 May 6:30 PM and Sat, 10 May 6:29 AM	80%	[illegible]
Between Sat, 10 May 6:30 AM and Sat, 10 May 12:29	70%	[illegible]
Non refundable After Sat 10 May 12:30 PM	Non-refundable	[illegible]