Weekly - Petty cash /expense card statement.

Name	Abhishek Gautam	Statement date	13-06-25
Prepared by	Abhishek Gautam	Sign	Abhishek
From period	10-06-2025	To period	12-06-25

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMTZ-4554	AMS-4554	Train & Bus Ticket (HYD To Vizag)		Y N	Y N
2.			(Vizag To HYD) for Abhishek Gautam	3453/-	Y N	Y N
3.	AMTZ-4554	AMS-4554	Towards food Expenses	800/-	Y N	Y N
4.	AMTZ-4554	AMS-4554	Transport charges.	590/-	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			4843/-		

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:				
Date: 13-06-25	13-06-25			

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 receipted 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
13 JUN 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

DEBIT VOUCHER			
Company/Firm	AMTZ		
Project	AMS-4554		
Voucher No.			
Account head			
Paid to	Transport Expenses (Train & Bus 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.	3453/-		
Amount in words	Three Thousand four Hundred and fifty Three Only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Abhishek	SA		

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13 JUN 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 Station), (Duvada To room) → (L.B Nagar To Home (Safilguda)).		
Location of work	Vizag AMTZ		
Amount in Rs.	590/-		
Amount in words	five hundred and Ninty only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Abhishek	[signature]		

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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 (10-06-25 To 12-06-25)		
Location of work	Vizag (AMTZ) 2days		
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	[signature]		

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13 JUN 2025
S. SUNIL KUMAR
Asst. Project Manager (Q.C)

Electronic Reservation Slip (ERS)-Normal User

International Year of Cooperatives

2025

IRCTC

Booked from	Boarding At	To
KACHEGUDA (KCG)	**KACHEGUDA (KCG)**	DUVVADA (DVD)
Start Date* 10-Jun-2025	**Departure* 18:00 10-Jun-2025**	Arrival* 06:15 11-Jun-2025

PNR	Train No./Name	Class
4633104787	12862/MBNR VSKP SF EX	THIRD AC (3A)
Quota	**Distance**	**Booking Date**
TATKAL (TQ)	685 KM	09-Jun-2025 10:53:06 HRS

Passenger Details

#	Name	Age	Gender	Booking Status	Current Status
1.	ABHISHEK GAUTAM	24	M	CNF/B6/8/SIDE UPPER	CNF/B6/8/SIDE UPPER

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

Transaction ID: 100005843155143

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

Payment Details

Ticket Fare	₹ 1,385.00
IRCTC Convenience Fee (Incl. of GST)	₹ 23.60
Travel Insurance Premium (Incl. of GST)	₹ 0.45
Total Fare (all inclusive)	₹ 1,409.05

PG Charges as applicable (Additional)

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13 JUN 2025

KUMAR

Manager (Q.C)

- **Beware of fraudulent customer care number. For any assistance, use only the IRCTC e-ticketing Customer care number:14646.**

IRCTC Convenience Fee is charged per e-ticket irrespective of number 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.**

- This ticket is booked on a personal User ID, its sale/purchase is an offence u/s 143 of the Railways Act,1989.
- 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.

Indian Railways GST Details:

Invoice Number:	PS25463310478711	Address:	Indian Railways New Delhi

Supplier Information:

SAC Code:	996421	GSTIN:	07AAAGM0289C1ZL

Recipient Information:

GSTIN:	NA

Paytm travel **For Assistance Operator Contact:**
7095666624

PNR	Ticket ID	Order ID
584849	TS250610114154759767VRUN	25423211316

Departure
VISAKHAPATNAM
6:45 PM, Wed, 11 Jun 2025

Arrival
HYDERABAD
6:20 AM, Thu, 12 Jun 2025

Bus Operator Name
Mythri Tours And Travels

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

Boarding Point
Kurmanipalem (Steel Plant Gate)
Beside Rtc Depot, -70 95 66 66 24

Beside Rtc Depot, 70 95 66 66 24

Dropping Point
L B Nagar Metro Station
Below L B Nagar Metro Station Metro Pillar No 1666 (No Dinner Break)

Reporting Time
6:30 PM

Boarding Time
6:45 PM

Bus Type
2+1, GOLD CLASS SLEEPER, AC, NON-VIDEO

Traveller Details

1. Abhishek Gautam Male Seat No: **A2**

Fare & Payment Details

Base Fare (1 Traveller):	**₹ 1909**
Operator GST :	**₹ 95.45**
Travel Insurance :	**₹ 40**
Total Amount Paid :	**₹ 2044.45**
Promo Applied	BUSMYNTRA

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13 JUN 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

Cancellation Policy:

a. Cancellation charges are calculated on the actual fare of the ticket. If any discount 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 the bus service (i.e. service start time). Service start time. 6:15 PM

Time of Cancellation	Refund percentage	Refund Amount
Cancelled before Tue, 10 Jun 6:14 PM	85%	₹ 1703.78
Between Tue, 10 Jun 6:15 PM and Wed, 11 Jun 6:14 AM	70%	₹ 1403.12
Non refundable After Wed, 11 Jun 6:15 AM	Non-refundable	Non-refundable

Terms and Conditions: