

Weekly - Petty cash /expense card statement.

Name	J. Selva kumar	Statement date	05/07/2025			
Prepared by	J. Selva kumar	Sign				
From period	02/07/25	To period	04/07/2025			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMTZ 4554	AMTZ 4554	Travel Allowance			
2.			Travel to Vizag AMTZ site for stock checking	2,327/-		
3.			along with Minish sir for meet Suppliers.			
4.	AMTZ 4554	AMTZ 4554	Food Allowance			
5.			Travel to Vizag on 02/7/25 night & Return	3,000/-		
6.			on 05/07/25 morning 3days food allowance			
7.	AMTZ 4554	AMTZ 4554	Travel Allowance	2,740/-		
8.			Travel from Vizag to hyd return me with Minish			
9.				8,067/-		
Amount to credited by	☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.					
Approved by:	APPROVED 05 JUL 2025 Accounts Manager MD					
Sign:						
Date:						

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. 4. 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. MD's approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER			
Company/Firm	AMTZ Medpolis Square 4554 Pvt Ltd		
Project	AMTZ 4554		
Voucher no.			
Account head			
Paid to	Travel allowance		
Towards/description of work	Travel from vizag to hyderabad return Sandeesh with Minish purchase manager. Ticket invoice was for 5 tickets we are claiming for 2 tickets amount		
Location of work	AMTZ vizag		
Amount in Rs.	2,740/-		
Amount in words	Six thousand eight fifty-one rupees only.		
Mode of payment	Check/trf no.	Date	Bank
	APPROVED	05-07-2025	
Prepared by	Approved by	Receivers name	Receivers signature
	05 JUL 2025 MINISH PARIKH MANAGER PRO.		

PNR

1884339

Ticket ID

TS250704133328713373MUVQ

Order ID

25529110455

Departure

VISA KHAPATNAM

6:40 PM, Fri, 04 Jul 2025



Arrival

HYDERABAD

6:58 AM, Sat, 05 Jul 2025

Bus Operator Name
BSR Travels

Driver Contact & Vehicle Number

Driver contact:

9030684959,9949536966,8374254253,7093228866

Vehicle Number: NL 01 B 9988

Boarding Point
Kurmanapalem
Beside Rtc DepotDropping Point
Uppal Metro Station (Free metro rail pickup)
Avail Free Metro Rail By Using Pnr, Drop At
Ameerpet Metro StationReporting Time
6:25 PMBoarding Time
6:40 PMBus Type
2+1, VOLVO 9600
PREMIUM MULTIAXLE
SLEEPER, AC, VIDEO

Traveller Details

1. Sandeesh Goud	Male	Seat No: U17
2. Minish Parikh	Male	Seat No: U18
3. Lokesh	Male	Seat No: U14
4. Mahesh Kumar	Male	Seat No: U15
5. Rahul G	Male	Seat No: L1

Fare & Payment Details

Base Fare (5 Travellers):	₹ 6382
Paytm Discount :	- ₹ 100
Operator GST :	₹ 319.1
Travel Insurance :	₹ 250
Total Amount Paid :	₹ 6851.1
Promo Applied	NEW2BUS

Cancellation Policy:

- a. Cancellation charges will be applicable on the total fare less any discounts and coupons are used while booking. The total refundable amount will 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: 5:30 AM.

Time of Cancellation

Refund
percentage

Refund Amount

Non-refundable
4 Jul 11:30 AM

Non-refundable

Non-refundable

Terms and Conditions:

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

a. Child Policy: It is mandatory for children above the age of 3 years to have a bus ticket unless the bus operator has a different policy.

c. Luggage Policy:

The baggage policy varies by bus operator. For more information, please refer to the bus operator's website.

e. Pet Policy: Pets are not allowed.

d. Liquor Policy: Carrying or consuming liquor inside the bus is strictly prohibited. Bus Operators reserve the right to stop drunk passengers at their discretion and refund is not applicable.

e. Amenities on the buses as shown on Paytm have been confirmed and provided by the bus service provider (bus operator). These amenities will be provided unless there are some exceptions on certain routes. The bus operator will be responsible for the same.

f. In case of any emergency, the bus operator will make an informed decision on the spot, or at the discretion of the bus operator. The bus operator will be responsible for the same.

g. Buses are their own responsibility and any claims due to non-availability of the service or any other reason will be decided directly with the bus service provider.

f. In case a booking confirmation e-mail and SMS gets delayed or fails because of technical reasons or as a result of incorrect mobile number entered provided by the user, etc., a ticket will be generated by e-mail. The confirmation page of the Paytm Platform.

g. For any issues relating to cancellation or refund, the passenger may contact Paytm within 10 days of date of travel beyond which period request would not be processed.

h. Paytm may call the bus operator to confirm the booking details. The bus operator will be responsible for the same.

i. Paytm Platform, or any updated number subsequently uploaded by the bus operator, or any other number.

j. You regarding your travel booking. Please do not contact the bus operator for any services of the bus operator.

Documents required:

- a. A copy of the ticket to produce in the form of the production and presentation.
- b. Identity proof (Aadhar card, Voter ID card, Driving License, etc.) and Passport, PAN card or Validated email address. If you do not have any of these, you may not be able to board the bus.

Paytm is responsible for:

- a. Issuing a valid ticket (a ticket that will be accepted by the bus operator) for its network of bus operators.
- b. Providing refund and support in the event of cancellation.
- c. Providing customer support in the event of any issue related to the booking.

Paytm is not responsible for:

- a. The bus operator's bus not departing/reaching on time.
- b. The bus operator's employees being unprofessional or engaging in unlawful conduct.
- c. The bus operator's bus seats not being up to the customer's requirement.
- d. The bus operators' expectations.
- e. The bus operator canceling the bus or any other reason.
- f. The baggage of the customer or any other reason.
- g. The bus operator changing the bus or any other reason.
- h. The customer (passenger) or the bus operator not being able to board the bus or any other reason.
- i. The bus operator changing the bus or any other reason.
- j. Any kind of journey inconvenience, injury or death, caused during the journey or flowing from the journey.
- k. Any transaction outside of Paytm that happens between the customer and the bus operator.

For Assistance:

Operator Contact

Contact for travel-related details like driver's contact, vehicle details
9030524959

Paytm Helpline

Contact for booking-related, non-related, or any other issues
0120-4880880 (24x7)

24x7 Paytm Care

Avail our 24x7 Paytm Help Center to resolve your queries resolved quickly
[Click here](#)

DEBIT VOUCHER			
Company/Firm	AMTZ Medpolis Square 4554 Pvt Ltd		
Project	AMTZ 4554		
Voucher no.			
Account head			
Paid to	Travel allowance		
Towards/description of work	Travel to vizag AMTZ site for stock checking sandeesh along with Minish sir for meet suppliers for purchase related work. Ticket invoice for 4 tickets we are claming for 2 tickets amount		
Location of work	AMTZ vizag		
Amount in Rs.	2,327/-		
Amount in words	Two thousand three twenty-seven rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
	Online	05-07-2025	
Prepared by	Approved by	Receivers name	Receivers signature
	 05 JUL 2025 MINISH PARIKH MANAGER PRO		

Electronic Reservation Slip (ERS) - (B2C)



Boarding From
CHARLAPALLI (CHZ)

Departure* 21:30 02-Jul-2025

To
DUVVADA (DVD)
Arrival* 08:35 03-Jul-2025

PNR: 4121405027	Train No./Name 20812/NED VSKP SF EXP	Class AC 3 Tier (3A)
Quota General (GN)	Distance 667 KM	Ticket Printing Time 30-Jun-2025 12:50:54 Hrs

Passenger Details:

#	Name	Age	Gender	Booking Status	Current Status
1.	Lokesh	28	M	CNF/B4/26	CNF/B4/26
2.	Mahesh kumar	44	M	CNF/B4/29	CNF/B4/29
3.	Minish Parikh	55	M	CNF/B4/30	CNF/B4/30
4.	Sandeesh Goud	29	M	CNF/B4/40	CNF/B4/40

Acronyms:

RLWL: REMOTE LOCATION WAITLIST
WAITLIST RSWL: ROAD-SIDE WAITLIST

PQWL: POOLED QUOTA
CNF: CONFIRM

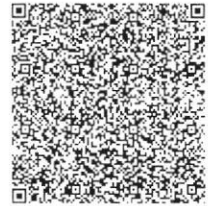
Transaction Id (Reservation Id): 100005888315665

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	₹ 4180.00
IRCTC Convenience Fee	₹ 35.40
Agent Service Charge	₹ 40.00
Travel Insurance Premium	₹ 1.80
Free Cancellation Charges	₹ 396.00
Total Fare	₹ 4653.20



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)

Indian Railways GST Details:

Invoice Number: PS25412140502711

Address: Indian Railways New Delhi

Supplier Information:

SAC Code: 996421

GSTIN: 07AAAGM0289C1ZL

Recipient Information:

GSTIN: NA

Name: NA

Address: NA

Taxable Value: ₹ 3981.00

CGST Rate: 2.50 %

CGST Amount: ₹ 0.00

SGST/UGST Rate: 2.50 %

SGST/UGST Amount: ₹ 0.00

IGST Rate: 5.00 %

IGST Amount: ₹ 199.00

Total Tax: ₹ 199.00

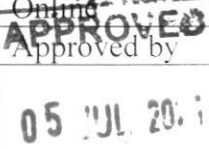
Place of Supply: Telangana

State Code/Name of Supplier: 36 / One97 Communications Ltd.

INSTRUCTIONS:

1. Prescribed Original ID proofs are:- Voter Identity Card / Passport / PAN Card / Driving License / Photo ID card issued by Central / State Govt./ Public Sector Undertakings of State / Central Government, District Administrations, Municipal bodies and Panchayat Administrations which are having serial number / Student Identity Card with photograph issued by recognized School or College for their students / Nationalized Bank Passbook with photograph / Credit Cards issued by Banks with laminated photograph / Unique Identification Card "Aadhaar", m-Aadhaar, eAadhaar. / Passenger showing the Aadhaar/Driving Licence from the "Issued Document" section by logging into his/her DigiLocker account considered as valid proof of identity. (Documents uploaded by the user i.e. the document in "Uploaded Document" section will not be considered as a valid proof of identity).
2. PNRs having fully waitlisted status will be dropped and automatic refund of the booking amount shall be credited to the account used for payment for booking of the ticket. Fully waitlisted e-ticket are not allowed to board the train. However, the names of PARTIALLY waitlisted/ confirmed and RAC ticket passenger will appear in the chart and will be allowed to board the train.
3. Passengers travelling on a fully waitlisted e-ticket will be treated as Ticketless.
4. Obtain certificate from the TTE / Conductor in case of (a) PARTIALLY waitlisted e-ticket when LESS NO. OF PASSENGERS travel, (b) A.C FAILURE, (c) TRAVEL IN LOWER CLASS. This original certificate must be sent to GGM (IT), IRCTC, Internet Ticketing Centre, 2nd Floor, Tower-D, World Trade Centre, Nauroji Nagar, New Delhi- 110029, after filing TDR online within prescribed time for claiming refund.
5. In case, on a party e-ticket or a family e-ticket issued for travel of more than one passenger, some passengers have confirmed reservation and others are on RAC or waiting list, full refund of fare, less clerkage, shall be admissible for confirmed passengers also subject to the condition that the ticket shall be cancelled online or online TDR shall be filed for all the passengers upto thirty minutes before the scheduled departure of the train.
6. In case of train cancellation on its entire run, full refund is granted automatically by the system. However, if the train is cancelled partially on its run or diverted and not touching boarding/destination station, passengers are required to file online TDR within 72 hours of scheduled departure of the train from passengers boarding station.
7. Never purchase e-ticket from unauthorized agents or persons using their personal IDs for commercial purposes. Such tickets are liable to be cancelled and forfeited without any refund of money, under section (143) of the Indian Railway Act 1989. List of authorized agents are available on www.irctc.com E-Ticket Agent Locator
8. For detail, Rules, Refund rules, Terms & Conditions of E-Ticketing services, Travel Insurance facility etc. Please visit www.irctc.co.in
9. While booking this ticket, you have agreed of having read the Health Protocol of Destination State of your travel. You are again advised to clearly read the Health Protocol advisory of destination state before start of your travel and follow them properly.
10. The FIR forms are available with on board ticket checking staff, train guard and train escorting RPF/GRP staff.
11. Variety of meals available in more than 1500 trains. For delivery of meal of your choice on your seat log on to www.ecatering.irctc.co.in or call 1323 Toll Free. For any suggestions/complaints related to Catering services, contact Toll Free No. 1800-111-321 (07.00 hrs to 22.00 hrs)
12. E-ticket cancellations are permitted through respective agent only.
13. Agent Service Charge for E-Ticket inclusive of tax (nonrefundable)

Class	Service Charge
Non-AC class	₹ 20.00 /-
AC class including FC	₹ 40.00 /-
14. National Consumer Helpline (NCH) Toll Free Number: 1800-11-400 or 14404
15. You can book unreserved ticket from UTS APP or ATVMs (Automatic Ticket Vending Machines) located in Railway Stations
Contact us on: - care@irctc.co.in OR 24*7 Hrs Customer support at 0755-6610661, 0755-4090600

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Voucher no.			
Account head			
Paid to	Food allowance		
Towards/description of work	Sandeesh and Minish Travel to vizag on 02-07-2025 night and retrun on 05-07-2025 morning 3days food allowance for me and Minish sir.		
Location of work	AMTZ vizag		
Amount in Rs.	3,000/-		
Amount in words	Two thousand four hundred rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
	Online	05-07-2025	
Prepared by	Approved by	Receivers name	Receivers signature
	 MINISH PARIKH MANAGER PRO.		