Weekly - Petty cash /expense card statement.

Name	Vista Nirvala LLP	Statement date	09/07/25.			
Prepared by	Anand Nethra	Sign				
From period	04/07/25	To period	05/07/25.			
Sl No	Debit to company	Debit to project	Description of expenses	Amount	Bill enclosed	GST bill
1.	Vista Nirvala LLP	Vbs.	Boarding & lodging	1800.	Y	Y
2.	Vista Nirvala LLP	Vbs	Food Allowance.	1800	Y	Y
3.	Vista Nirvala LLP	Vbs	Petrol.	3840	Y	Y
4.	Vista Nirvala LLP	Vbs	Toll plaza.	480	Y	Y
5.					Y	Y
6.					Y	Y
7.						
				7,920		
		Total				

Amount to be credited by	☐ Transfer to Happay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:	05/07/25			

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.

DEBIT VOUCHER

Company/Firm	Nute View llp.				
Project	Nhs.				
Voucher no.					
Account head	Promotions.				
Paid to	Toll Plaza.				
Towards/description of work	Hdbad to Sngapur.				
Location of work	Sngapur				
Period	From:	04/07/25		To:	05/07/25
Amount in Rs.	4801/-				
Amount in words	Seven thousand one hundered and six only				
Mode of payment	Cheque/trf no.		Date		Bank
Prepared by	Approved by		Receivers name		Receivers signature

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

DEBIT VOUCHER				
Company/Firm	Vista View LLP.			
Project	VBS.			
Voucher no.				
Account head	Promotors.			
Paid to	Petrol.			
Towards/description of work	Hud bnd to Snapti & Back. 480×8= 3,840/-			
Location of work	Snapti.			
Period	From:	04/07/25	To:	05/07/25.
Amount in Rs.	3,840/-.			
Amount in words	Seven thousand one hundered and six only			
Mode of payment	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	
[signature]	[signature]			

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

BILL

Ph : 92470 40104

HOTEL BALAJI GRAND

M.G. Road, SURYAPET - 508 213

No. 857

Date 5/7/25

Room No: 304

Name : Vista View LLP

Occupation :

Address : Hyderabad

CHECK IN DATE & TIME : 04/7/25

CHECK OUT DATE & TIME 05/7/25

PARTICULARS	AMOUNT	
ROOM TARIFF	1800/-	
FOOD BILL		
LESS ADVANCE AMOUNT		
NET AMOUNT PAYABLE		
TOTAL	1800/-	

HOTEL BALAJI GRAND PAID SURYAPET

Cust. Signature For HOTEL BALAJI GRAND

DEBIT VOUCHER

Company/Firm	Vista View LLP .			
Project	VGS .			
Voucher no.				
Account head	Promotions .			
Paid to	Boarding & lodging			
Towards/description of work	Accomodation at Sunapur .			
Location of work	Sunapur			
Period	From: 04/07/25		To: 05/07/25	
Amount in Rs.	1800/-			
Amount in words	Seven thousand one hundered and six only			
Mode of payment	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

DEBIT VOUCHER

Company/Firm	Vista Brew LLP.				
Project	Vbs.				
Voucher no.					
Account head	Promotions.				
Paid to	Food Allowance.				
Towards/description of work	Activity at Sangapet.				
Location of work	Sangapet				
Period	From:	04/07/25	To:	05/07/25.	
Amount in Rs.	1800/-.				
Amount in words	Seven thousand one hundered and six only				
Mode of payment	Cheque/trf no.	Date		Bank	
Prepared by	Approved by	Receivers name		Receivers signature	

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

Kotak FASTag:Rs.40.00 paid for Toll at Pedda Ambe for TS09FC5821 on 04-07-2025@11:41 .Bal.529.00.Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.80.00 paid for Toll at Pantangi for TS09FC5821 on 04-07-2025@12:13 .Bal.449.00.Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.120.00 paid for Toll at Koralaphad for TS09FC5821 on 04-07-2025@13:53 .Bal.329.00.Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.120.00 paid for Toll at Koralaphad for TS09FC5821 on 05-07-2025@16:14 .Bal.209.00.Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.40.00 paid for Toll at Ghatkesar for TS09FC5821 on 05-07-2025@19:45 .Bal.89.00.Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.80.00 paid for Toll at Pantangi for TS09FC5821 on 05-07-2025@18:35 .Bal.129.00.Log on https://kotakfastag.in for disputes.

Total = 480.