Weekly - Petty cash /expense card statement.

Name	M.Mahesh	Statement date		11.07.2025		
Prepared by	M.Mahesh	Sign				
From period	02-07-2025	To period		05-07-2025		
Sl No	Debit to company	Debit to project	Description of expenses	Amount	Bill enclosed	GST bill
1.	AMS	AMS-801	Train fares for up & down	7,106/-	Y	Y
2.	AMS	AMS-801	Food expenses	3,000/-	N	N
3.	AMS	AMS-801	CAB	290/-	Y	Y
					Y	Y
					Y	Y
		Total		10,396/-		

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:				

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.

Note: I have taken on/Ac 5,000/-

APPROVED BY
JUL 2025

DEBIT VOUCHER			
Company/Firm	AMS PVT LTD		
Project	AMS		
Voucher no.	03		
Account head	TRAVELLING CHARGES		
Paid to			
Towards/description of work	Towards cab fares to the railway station due to Rainy & night hours amount to 290/-.		
Location of work			
Period	From: 02-07-2025		To: 05-07-2025
Amount in Rs.	290/-		
Amount in words	Two hundered & ninty		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	APPROVED BY 11 JUL 2025 G. JAI KUMAR AGM-HR & Admin		

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	AMS PVT LTD			
Project	AMS			
Voucher no.	01			
Account head	TRAVELLING CHARGES			
Paid to	IRCTC			
Towards/description of work	Towards travelling expenses for the AMTZ - VIZAG site visit,4554 ,801,702 & 3663 round-trip charges.			
Location of work	Amtz			
Period	From: 02-07-2025		To:	05-07-2025
Amount in Rs.	7,106.00			
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	
	APPROVED BY 11 JUL 2025 G. JAI KUMAR AGM-HR & Admin			

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	AMS PVT LTD			
Project	AMS			
Voucher no.	02			
Account head	FOOD EXPENSES			
Paid to				
Towards/description of work	Towards food expenses for both of us 500 x 3 = 1500/- for two members total - 3000/-			
Location of work	Amtz			
Period	From: 02-07-2025		To:	05-07-2025
Amount in Rs.	3,000/-			
Amount in words	Three thousand only			
Mode of payment	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	
	APPROVED BY 11 JUL 2025 G. JAI KUMAR AGM-HR & Admin			

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.

Tax Invoice

... Mahesh
Pick up address: GKR courtyard, Railway Employees Colony Phase I, thurkapally, Bolarum, Secunderabad, Telangana 500010, India

Invoice issued by Uber India Systems Private Limited on behalf of:
BALARAJU GURAM
MEDCHAL M-GIRI
India

Invoice number: GHFFIBED25000389
Invoice date: 2 Jul 2025
Place of supply (Name of state): Telangana
HSN Code: 996412
Category of services: Passenger Transport Services
Tax is payable on reverse charge basis: No

Tax Point Date	Description	Qty	Tax	Tax Amount	Net amount
2 Jul 2025	Transportation service fare	1	CGST 2.5% SGST/UTGST 2.5%	₹4.84 ₹4.84	₹193.81

Total net amount	₹193.81
Total CGST 2.5%	₹4.84
Total SGST/UTGST 2.5%	₹4.84
Total amount payable	₹203.49

Authorised Signatory

APPROVED BY
11 JUL 2025
G. JAI KUMAR
AGM-HR & Admin

Details of ECO under GST:
Uber India Systems Private Limited / Survey No.13 Part, Ground Floor, Western Pearl, Serilingampally Mandal and GHMC, Kondapur Village, Hyderabad, Ranga Reddy, Telangana, 500084 / GST: 36AABCU6223H2ZE

...ash
...address: GKR courtyard, Railway
...ployees Colony Phase I, thurkapally,
Bolarum, Secunderabad, Telangana 500010,
India

Uber

Invoice number: HR2507464B000017
Invoice date: 2 Jul 2025
Place of supply (Name of state): Telangana
HSN Code: 999799
Tax is payable on reverse charge basis: No

Tax Point Date	Description	Qty	Tax	Tax Amount	Net amount
2 Jul 2025	Discount	1	IGST 18%	-₹7.77	-₹43.22
2 Jul 2025	Uber fees	1	IGST 18%	₹20.81	₹115.64

Total net amount	₹72.42
Total IGST 18%	₹13.04
Total amount payable	₹85.46

Payment of ₹288.95 received via Cash on 2 Jul 2025 21:29:26 India Standard Time
Transaction ID: 4lobuSApRYLpUeBhBqDr5la0

Authorised Signatory

Electronic Reservation Slip (ERS) - (B2C)

2025 International Year of Cooperatives

Paytm

IRCTC

Boarding From		To
CHARLAPALLI (CHZ)	→	DUVVADA (DVD)
Departure* 21:30 02-Jul-2025		Arrival* 08:35 03-Jul-2025

PNR:	Train No./Name	Class
6894237891	20812/NED VSKP SF EXP	AC 2 Tier (2A)
Quota	**Distance**	**Ticket Printing Time**
General (GN)	667 KM	01-Jul-2025 12:30:34 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

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

Transaction Id (Reservation Id): 300005888319654

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	₹ 3080.00
IRCTC Convenience Fee	₹ 35.40
Agent Service Charge	₹ 40.00
Travel Insurance Premium	₹ 1.80
Free Cancellation Charges	₹ 396.00
Total Fare	₹ 3553.20

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.**

APPROVED BY
11 JUL 2025
G. JAI KUMAR
AGM-HR & Admin

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

2025 International Year of Cooperatives

Boarding From		To
VIZAG (VSKP)	→	SECUNDERABAD
Departure* 18 : 30 04-Jul-2025		Arrival* 08:35 05-Jul-2025

PNR:	Train No./Name	Class
6894237891	20813/NED VSKP SF EXP	AC 2 Tier (2A)
Quota	**Distance**	**Ticket Printing Time**
General (GN)	667 KM	01-Jul-2025 12:30:34 Hrs

Passenger Details:

#	Name	Age	Gender	Booking Status	Current Status
1.	Lokesh	28	M	CNF/A4/16	CNF/A4/16
2.	Mahesh kumar	44	M	CNF/A4/19	CNF/A4/19

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

Transaction Id (Reservation Id): 500005888354789

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IRCTC Convenience Fee	₹ 35.40
Agent Service Charge	₹ 40.00
Travel Insurance Premium	₹ 1.80
Free Cancellation Charges	₹ 396.00
Total Fare	₹ 3553.20

APPROVED BY
17 JUL 2025
G. JAI KUMAR
AGM HR & Admin

PG Charges as applicable (Additional)

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