

Weekly - Petty cash /expense card statement.

[illegible]

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 + 7 have taken on/ac 5,000/-

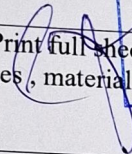
APPROVED BY

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 hundreded & ninty		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
APPROVED BY			

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.

G. JAI KUMAR
AGM-HR & Admin

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 hundred 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			

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			

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.

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

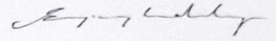
Place of supply (Name of state): Telangana

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


Authorized Signatory



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

Address: GKR courtyard, Railway
Employees Colony Phase 1, thurkapally,
Bolarum, Secunderabad, Telangana 500010,
India

Uber

Invoice number: HR2507464B000017

Invoice date: 2 Jul 2025

Place of supply (Name of state): Telangana

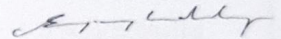
HSN Code: 999799

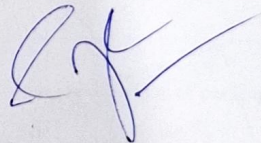
Tax is payable on reverse charge basis: No

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)

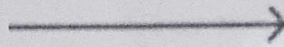


paytm



Boarding From
CHARLAPALLI (CHZ)
Departure* 21:30 02-Jul-2025

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



PNR: 6894237891	Train No./Name 20812/NED VSKP SF EXP	Class AC 2 Tier (2A)
Quota General (GN)	Distance 667 KM	Ticket Printing Time 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

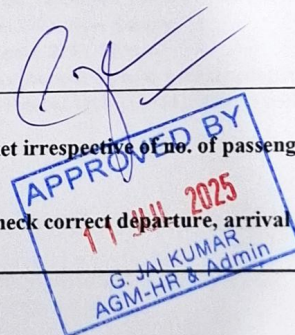
* The printed Departure and Arrival Times are liable to change. Please check correct departure, arrival from Railway Station Enquiry or Dial 139 or SMS RAIL to 139.

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



Boarding From
VIZAG (VSKP)
Departure* 18:30 04-Jul-2025

To
SECUNDERABAD
Arrival* 08:35 05-Jul-2025

PNR:
6894237891

Train No./Name
20813/NED VSKP SF EXP

Class
AC 2 Tier (2A)

Quota
General (GN)

Distance
667 KM

Ticket Printing Time
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

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WAITLIST RSWL: ROAD-SIDE WAITLIST

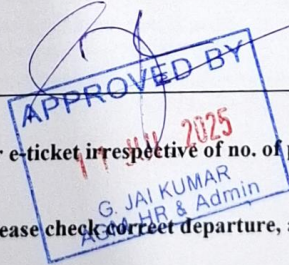
PQWL: POOLED QUOTA
CNF: CONFIRM

Transaction Id (Reservation Id): 500005888354789

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