Weekly - Petty cash /expense card statement.

Name	R. S. Saikiran	Statement date	12/07/2025
Prepared by	R. S. Saikiran	Sign	Saik
From period	07/07/2025	To period	09/07/2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMS 702	AMS 702	Train ticket from Duvada to	1085	Y N	Y N
2.			charlapalli station.		Y N	Y N
3.	AMS 702	AMS 702	Transportation Allowances	650	Y N	Y N
4.			from Home to Ghatkesar 4		Y N	Y N
5.			Room to station 4 charlapalli to Home		Y N	Y N
6.					Y N	Y N
7.	AMS 702	AMS 702	Food Allowances for 2days.	800	Y N	Y N
8.					Y N	Y N
9.				2,53[illegible]	Y N	Y N
10.	Total			2,535 ₹/-		

Amount to be credited by	Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign: SK	SK			
Date: 12/7/25	12/7/25			

APPROVED BY
12 JUL 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

APPROVED BY
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S. SUNIL KUMAR
Asst Project Manager (Q.C)

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 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

ompany/Firm	AMS - 202		
Project	AMS - 202 (vizag)		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Toward train ticket from DVD to cherlapalli station		
Location of work	QC-check at vizag.		
Amount in Rs.	1,085		
Amount in words	one thousand & Eighty five Rupees only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Saikiran (QC)	APPROVED BY 12 JUL 2025 S. SUNIL KUMAR Asst Project Manager (Q.C)		

DEBIT VOUCHER

Company/Firm	AM 5-702		
Project	AM 42 - Vizag.		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Towards Transportation charges from Home to Ghatkesar & Room to station, Station to Home.		
Location of work	Aero checking at Vizag.		
Amount in Rs.	650 Rs/-		
Amount in words	Six hundred & fifty Rupees only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Saikiran (QC)	[signature]		

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DEBIT VOUCHER

Company/Firm	AMJ - 70L		
Project	AMTE (vizag)		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Towards food Allowances for 2days.		
Location of work	Oc-check at vizag.		
Amount in Rs.	800 E/r		
Amount in words	Eight Hundred Rupees only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Saikiran (QC)	[signature]		

APPROVED BY
12 JUL 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
DUVVADA (DVD)	**DUVVADA (DVD)**	CHARLAPALLI (CHZ)
Start Date* 08-Jul-2025	**Departure* 20:27 08-Jul-2025**	Arrival* 06:45 09-Jul-2025

PNR	Train No./Name	Class
6455102735	20811/VSKP NED SF	THIRD AC (3A)
Quota	**Distance**	**Booking Date**
GENERAL (GN)	667 KM	06-Jul-2025 21:20:24 HRS

Passenger Details

#	Name	Age	Gender	Booking Status	Current Status
1.	SAIKIRAN	26	M	CNF/B1/54/UPPER	CNF/B1/54/UPPER

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

Transaction ID: 100005901407608

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

Payment Details

Ticket Fare	₹ 1,060.00
IRCTC Convenience Fee (Incl. of GST)	₹ 23.60
Travel Insurance Premium (Incl. of GST)	₹ 0.45
Total Fare (all inclusive)	₹ 1,084.05

PG Charges as applicable (Additional)

- **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:	PS25645510273511	Address:	Indian Railways New Delhi
Supplier Information:			
SAC Code:	996421	GSTIN:	07AAAGM0289C1Z
Recipient Information:			
GSTIN:	NA		

APPROVED BY
12 JUL 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)