

Weekly - Petty cash /expense card statement.

Name		Abhishek Gautam		Statement date		01-08-2025	
Prepared by		Abhishek Gautam		Sign		Abhishek	
From period		24-07-25		To period		24-07-25	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMTZ-4554	AMS-4554	Train tickets from (HYD To Vizag)		Y N	Y N
2.			(Vizag to HYD) for Abhishek Gautam	2950/-	Y N	Y N
3.					Y N	Y N
4.	AMTZ-4554	AMS-4554	Toward food Expenses	800/-	Y N	Y N
5.	AMTZ-4554	AMS-4554	Transport charges	540/-	Y N	Y N
6.					Y N	Y N
7.					Y N	Y N
8.					Y N	Y N
9.					Y N	Y N
10.	Total			4290/-	Y N	Y N

Amount to be credited by	Transfer to Happy card,	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:	01-08-2025	01-08-2025		

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

APPROVED
01 AUG 2025
Asst. Project Manager (O.C)

DEBIT VOUCHER

Company/Firm	AMTZ		
Project	AMS-4554		
Voucher No.			
Account head			
Paid to	Transport charges (Train Tickets)		
Towards/description of work	Transport charges from (HYD To Vizag), (Vizag to HYD) for Abhishek Gaudam.		
Location of work	Vizag AC checking.		
Amount in Rs.	2950/-		
Amount in words	Two thousand Nine Hundred and fifty only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Abhishek	SK		

APPROVED BY
01 AUG 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

SK

DEBIT VOUCHER			
Company/Firm	AMTZ		
Project	AMS-4554		
Voucher No.			
Account head			
Paid to	Towards Food Expenses for Abhishek		
Towards/description of work	QC checking of AMTZ vizag (27-07-25 To 29-07-25)		
Location of work	Vizag (AMTZ)		
Amount in Rs.	800/-		
Amount in words	Eight Hundred only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Abhishek	SK		

APPROVED BY
01 AUG 2025
S. DEVI L KUMAR
 Asst. Project Manager (Q.C)

DEBIT VOUCHER			
Company/Firm	AMTZ		
Project	AMS-4554		
Voucher No.			
Account head			
Paid to	Transport charges for Abhishek		
Towards/description of work	from (Home To Station), (Duvada to Room) (Room to Duvada), (Station to Home)		
Location of work	Vizag AMTZ		
Amount in Rs.	540/-		
Amount in words	Five Hundred and forty only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Abhishek	SK		

APPROVED BY
01 AUG 2025
S. SURESH KUMAR
Asst. Project Manager (Q.C.)

Electronic Reservation Slip (ERS) - (B2C)



International Year
of Cooperatives

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Boarding From
KACHEGUDA (KCG)
Departure* 18:00 27-Jul-2025

To
DUVVADA (DVD)
Arrival* 06:15 28-Jul-2025

PNR: 4742667951	Train No./Name 12862/MBNR VSKP SF EX	Class AC 3 Tier (3A)
Quota Tatkal (TQ)	Distance 685 KM	Ticket Printing Time 26-Jul-2025 10:33:37 Hrs

Passenger Details:

#	Name	Age	Gender	Booking Status	Current Status
1.	Abhishek Gautam	24	M	CNF/B6/8	CNF/B6/8

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

PQWL: POOLED QUOTA
CNF: CONFIRM

Transaction Id (Reservation Id): 100005940330965

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	₹ 1400.00
IRCTC Convenience Fee	₹ 35.40
Agent Service Charge	₹ 40.00
Travel Insurance Premium	₹ 0.45
Total Fare	₹ 1475.85

APPROVED BY
01 AUG 2025
S. SUNIL KUMAR
Project Manager (Q.C)



PG Charges as applicable (Additional)

IRCTC Convenience Fee & Agent Service Charges are charged per 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
DUVVADA (DVD)
Departure* 19:07 28-Jul-2025

To
KACHEGUDA (KCG)
Arrival* 06:45 29-Jul-2025

PNR: 6818301866	Train No./Name 12861/VSQP MBNR SF	Class AC 3 Tier (3A)
Quota Tatkal (TQ)	Distance 686 KM	Ticket Printing Time 27-Jul-2025 11:30:09 Hrs

Passenger Details:

#	Name	Age	Gender	Booking Status	Current Status
1.	Abhishek Gautam	24	M	CNF/B6/4	CNF/B6/4

Acronyms:

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

PQWL: POOLED QUOTA
CNF: CONFIRM

Transaction Id (Reservation Id): 100005942620016

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	₹ 1400.00
IRCTC Convenience Fee	₹ 35.40
Agent Service Charge	₹ 40.00
Travel Insurance Premium	₹ 0.45
Total Fare	₹ 1475.85

APPROVED BY
01 AUG 2025
S. SUNIL KUMAR
Project Manager (Q.C)



PG Charges as applicable (Additional)

IRCTC Convenience Fee & Agent Service Charges are charged per e-ticket irrespective of no. of passengers on the ticket

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Agent Details:

Principal Agent Name: One97 Communications Ltd.

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