Weekly - Petty cash /expense card statement

| | | | |
|---|---|---|---|
| Name | D. Shiva Shankar | | |
| Prepared by | D. Shiva Shankar | Statement date | 07/08/24 |
| From period | | Sign | Sn |
| | | To period | |

| Sl No | Debit to company | Debit to project | Description of expense | Amount | Bill enclosed | GST bill |
|---|---|---|---|---|---|---|
| 1. | ~~MH SVC~~ | ~~MH SVC~~ | | | | |
| 2. | MH SVC | MH SVC | food Allowance (Vamshi) | 278 | ☐Y ☐N | ☐Y ☐N |
| 3. | MH SVC | MH SVC | RAPIDO Charge (Vamshi) | 125 | ☐Y ☐N | ☐Y ☐N |
| 4. | MH SVC | MH SVC | RAPIDO Charge (Vamshi) | 241 | ☐Y ☐N | ☐Y ☐N |
| 5. | MH SVC | MH SVC | FASTAG near bus 3044 | 1000 | ☐Y ☐N | ☐Y ☐N |
| 6. | MH SVC | MH SVC | FASTAG Recharge bus 3044 | 1000 | ☐Y ☐N | ☐Y ☐N |
| 7. | MH SVC | MH SVC | RAPIDO Charge & AUTO Charge Krishna | 378 | ☐Y ☐N | ☐Y ☐N |
| 8. | MH SVC | MH SVC | Refreshment Allowance Krishna | 278 | ☐Y ☐N | ☐Y ☐N |
| 9. | MH SVC | MH SVC | Refreshment Allowance Krishna | 150 | ☐Y ☐N | ☐Y ☐N |
| 10. | MH SVC | MH SVC | AUTO Charge & Dinner Charge Krishna | 300 | ☐Y ☐N | ☐Y ☐N |
| 11. | | | | | ☐Y ☐N | ☐Y ☐N |
| | | | Total: | 3741 | | |

Amount to be credited by ☐ 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

MHSVE 3

# DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 11/07/25

| Paid to (FOOD ALLOWANCE) | Rs. | Ps. |
|---|---|---|
| towards REGISTRATION DUTY ON 05/07/25 | | |
| KEESERA (AND) TIMMAKAPALLY (FULL DAY) | 275/- | |
| WITH YOURANG MODI SIR DUTY | | |
| Rupees | | |
| TWO HUNDRED SEVENTY FIVE ONLY. | | |
| Paid by Cheque / Cash ✓ — Cheque No. — Dated — Drawn on Bank | 275/- | |

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

P. Vamshi
Prepared by

Approved by

Receiver's Signature

P-1/452/C

# DEBIT VOUCHER

Voucher No. ______

A/c ______ Date: 11/07/25

| Paid to | (Food Allowance) | Rs. | Ps. |
|---|---|---|---|
| towards | Meeting held on 05/07/25 | 275/- | |
| | [illegible] | | |
| | [illegible] | | |
| Rupees | Two hundred seventy five only | | |
| | Cheque No. Dated Drawn on Bank | | |
| Paid by Cheque / Cash ✓ | | 275/- | |

APPROVED BY
11 JUL 2025
AGM: HR & Admin

Prepared by    Approved by    Receiver's Signature

# DEBIT VOUCHER

MHSVL 2

Voucher No. ______________

A/c. (P. VAMSHI) Date : 11/07/25

| Paid to Rap do. AUTO. Charges" | Rs. | Ps. |
|---|---|---|
| towards REGISTN. duti. PURPOSE (05/07/25) | | |
| HEd.OFFICE. TO. BEGUMPET | 125/– | |
| Sahari's Apartments (Gourang mod duti) | | |
| Rupees ONE HOUNDREN. TWENTY. FIVE. RUPEES | | |
| ONLY | | |
| Paid by Cheque / Cash ✓ — Cheque No. — Dated — Drawn on Bank | 125/– | |

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

P. VAMSI
Prepared by

Approved by

P. VAMSHI
Receiver's Signature

## DEBIT VOUCHER

Voucher No. ______

A/c. ______ Date 11/07/25

| Paid to | [illegible] AUTO world [illegible] | Rs. | Ps. |
|---|---|---|---|
| towards | Registration Purpose (05/07/25) | 125/- | |
| | [illegible] To [illegible] | | |
| | [illegible] | | |
| Rupees | One Hundred Twenty Five Rupees | | |
| | Only | | |
| Paid by Cheque / Cash | Cheque No. ___ Dated ___ Drawn on Bank ___ | 125/- | |

11 JUL 2025

Prepared by [signature]

Approved by [signature]

Receiver's Signature [signature]

11:20 Z 87%

← Details

Tickets

Auto Ride

05 Jul 2025 • 07:31 PM

₹125 • Completed

RIDE DETAILS

1-10-72/4/2, Begumpet Rd

Old Patigadda, Chikoti Gardens, Begumpet, Hy...

200/56, Hussain Sagar

Rani Gunj, Secunderabad, Hyderabad, Telanga...

| | |
|---|---|
| Duration | 23.6 mins |
| Distance | 6.8 kms |
| Ride ID | RD17517240965932804 |

SUPPORT

I have been charged a cancellation fee ›

I want to report an issue about the Captain/ Ride ›

Ride Safety ›

# DEBIT VOUCHER

MHSVC

Voucher No. ____________

A/c. ____________ Date : 11/07/25

| Paid to | Rapdo. AUTO Charges. [09/07/25 (P. VAMSHI) | Rs. | Ps. |
|---|---|---|---|
| towards | HEd OFFICE TO. Srinivas. APARTMENTS | 118/— | |
| | 11:45 AM. Gourangs Mall Here BEGUMPET | | |
| | BEGUMPET. TO. HEd.OFFICE(07:45PM) | 123/— | |
| Rupees | | | |
| | TWO HOUNDRED. FOURTY. ONE RUPEES, ONLY) | | |
| Paid by Cheque / Cash ✓ | Cheque No. ____ Dated ____ Drawn on Bank ____ | 241/— | |

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

P. VAMSHI
Prepared by

Approved by

Receiver's Signature

# DEBIT VOUCHER

Voucher No.

A/c.

Date 11/02/25

| Paid to | Ra-Pido Auto Charges (07/02/25) (Expense) | Rs | Ps |
|---|---|---|---|
| towards | HEAD office To Secunderabad | 118/- | |
| | [illegible] Begumpet | | |
| | Begumpet To Head office | 123/- | |
| Rupees | Two Hundred Forty one Rupees only | | |
| | Cheque No / Date / Drawn on Bank | | |
| Paid by Cheque / Cash | | 241/- | |

Prepared by

Approved by

Receiver's Signature

11:56 — m

← Details

Tickets

**Bike Lite Ride**
09 Jul 2025 • 06:29 PM
₹123 • Completed

You rated Nagendra Babu Morla

**RIDE DETAILS**

1-10-72/4/2, Begumpet Rd
Old Patigadda, Chikoti Gardens, Begumpet, Hy...

200/56, Hussain Sagar
Rani Gunj, Secunderabad, Hyderabad, Telanga...

| | |
|---|---|
| Duration | 14.8 mins |
| Distance | 5.7 kms |
| Ride ID | RD17520659763894525 |

12:35

# ← Details

80%

Tickets

Auto Ride
09 Jul 2025 • 11:43 AM
₹118 • Completed

**RIDE DETAILS**

**Soham Mansion, 5-4-187**
Mahatma Gandhi Rd, Karbala Maidan, Rani Gu...

**1-10-72/4/2, Begumpet Rd**
Old Patigadda, Chikoti Gardens, Begumpet, Hy...

| | |
|---|---|
| Duration | 15.0 mins |
| Distance | 3.7 kms |
| Ride ID | RD17520415934081573 |

**RIDE SUMMARY**

# DEBIT VOUCHER

MH SVC

Voucher No. ______________

A/c. ______________ Date : 16/07/25

| Paid to FASTag | Rs. | Ps. |
|---|---|---|
| towards FASTag recharge for Bus | 1000 | 00 |
| TS10UD 3044 09/07/25 | | |
| | | |
| Rupees one thousand Rupees only | | |
| | | |
| Paid by Cheque / Cash ✓ — Cheque No. — Dated — Drawn on Bank | 1000 | 00 |

Prepared by: Sri

Approved by

Receiver's Signature

8844

9802198849

700
~~1880~~
500
200
2280

8:25 4G+ 100%

# FASTag Recharge successful
08:25 AM on 09 Jul 2025

FASTag Recharge for

HDFC Bank - Fastag ₹1,000
TS10UD3044

Bill Details

Customer Name : CHATHIRI KRISHNA

Payment details

Transaction ID
NB2507090824576907423O472

Bharat Connect Transaction ID
PP015190BB59X0NDQ313

Debited from
XXXXXX5850 ₹1,000
UTR: 086526220730

View History | View Receipt | Split Expense | Share Receipt

Contact PhonePe Support

## DEBIT VOUCHER

MH SVC

Voucher No. ______________

A/c. ______________ Date : 29/07/25

| Paid to fASTage Recharge | Rs. | Ps. |
|---|---|---|
| towards fASTage recharge for BUS | 1000 | 00 |
| TS10UD3044 | | |
| | | |
| Rupees one thousand Rupees only | | |
| | | |
| Paid by Cheque/Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ] | 1000 | 00 |

Prepared by

Approved by

Receiver's Signature

MWSVC

# DEBIT VOUCHER

Voucher No. __________

A/c __________ Date : 29/07/23

| | | Rs. | Ps. |
|---|---|---|---|
| Paid to | [illegible] | | |
| towards | [illegible] | 1000 | 00 |
| | T.S. 10 UD South | | |
| | | | |
| Rupees | One Thousand Rupees Only | | |
| | | | |
| Paid by Cash / Cheque | Cheque No. | Dated | Drawn on Bank |
| | | 1000 | 00 |

Prepared by     Approved by     Receiver's Signature

8:31 • 97%

# FASTag Recharge successful
08:30 AM on 29 Jul 2025

FASTag Recharge for

HDFC Bank - Fastag ₹1,000
TS10UD3044

## Bill Details

Customer Name : CHATHIRI KRISHNA

## Payment details

Transaction ID
NB25072908303699914948032

Bharat Connect Transaction ID
PP015210BB44P0NN6403

Debited from
XXXXX1800025272 ₹1,000
UTR: 766797237380

View History | View Receipt | Split Expense | Share Receipt

Contact PhonePe Support

# DEBIT VOUCHER

MHBAAC

Voucher No. ____________

A/c. ____________ Date : 30-07-2025

| Paid to Rapido and Auto Charges | Rs. | Ps. |
|---|---|---|
| towards I went to Shamshabad Airport | 375 | 00 |
| for pick up Car. on 22nd July -2025. | | |
| Given by Jai kumar Sir | | |
| Rupees Three hundred and Seventy | | |
| five Rupees Only | | |
| Paid by Cheque/Cash — Cheque No. ______ Dated ______ Drawn on Bank ______ | 375 | 00 |

Prepared by

Approved by

Receiver's Signature

## DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 30-07-2025

| Particulars | Rs. | Ps. |
|---|---|---|
| Paid to Rapido and Auto Charges | | |
| towards 3 wheel to Shamshabad Airport for pick up Car on [illegible] July - 2025 Given by Sri [illegible] | 375 | 00 |
| Rupees Three hundred and Seventy five Rupees Only | | |
| Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____ | 375 | 00 |

Prepared by

Approved by

Receiver's Signature

## DEBIT VOUCHER

MH SVC

Voucher No. ______________

A/c. ______________ Date : 30-07-2025

| Paid to Refreshment Allowance | Rs. | Ps. |
|---|---|---|
| towards I went Basara with Omprakash. and family Members On 26th July-2025. Given by Jai kumar Sr. | 275 | 00 |
| Rupees Two hundred and Seventy five Rupees Only | | |
| Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____ | 275 | 00 |

Basara

Prepared by

Approved by

Receiver's Signature

# DEBIT VOUCHER

Voucher No. ______

A/c ______ Date 20-07-2025

| Particulars | Rs. | Ps. |
|---|---|---|
| Paid to Refreshment Allowance. | | |
| towards of 2nd Round with Complainant and | 275 | 00 |
| family Members On 26th July - 2025. | | |
| Given by Tej Kumar S I | | |
| Rupees Two hundred and Seventy five | | |
| Rupees Only | | |
| Cheque No. ______ Dated ______ Drawn on Bank ______ | | |
| Paid by Cheque / Cash | 275 | 00 |

Prepared by

Approved by

Receiver's Signature

MHA SVC

## DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 30-07-2025

| Paid to Rafreah ment Allowance for (Dinner) | Rs. | Ps. |
|---|---|---|
| towards I went to Airport for pick up to Omprakesh modi Relations Given by MD Sir. On 25th July -2025 | 150 = | 00 |
| Rupees One hundred and fifty Rupees Only | | |
| Paid by Cheque / Cash — Cheque No. ___ Dated ___ Drawn on Bank ___ | 150 = | 00 |

Night

Prepared by

Approved by

Receiver's Signature

# DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 30-07-2025

| Paid to | Refreshment Allowances for (Dinner) | Rs. | Ps. |
|---|---|---|---|
| towards | 3 went to Airport for pick up to Corporate and Relation Given by MD Sir. On 25th July-2025 | 150= | 00 |
| Rupees | One hundred and fifty Rupees Only | | |
| Paid by Cheque / Cash | Cheque No. ____ Dated ____ Drawn on Bank ____ | 150= | 00 |

Prepared by        Approved by        Receiver's Signature

## DEBIT VOUCHER

MHSVC

Voucher No. ____________

A/c. ____________ Date : 07/08/2025

| Paid to Auto Change and Dinner Allowance | Rs. | Ps. |
|---|---|---|
| towards Shaikpet to Thanvi Madam house Road | 150 = | 00 |
| NO-32 Auto Change and. Moday I want | 150 = | 00 |
| Airport for pick up MD Sir drop at night. 11:30 pm | | |
| Rupees Three hundred Rupees Only — | | |
| | | |
| Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank | 300 = | 00 |

APPROVED BY
07 AUG 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by | Approved by | Receiver's Signature

# DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 03/08/2025

| Paid to | Auto Charge and Dinner Allowance | Rs. | Ps. |
|---|---|---|---|
| towards | Shri [illegible] to [illegible] Madam [illegible] | 150 = | 00 |
| | ND-37 Auto Charge and [illegible] | 150 = | 00 |
| | Airport for [illegible] at night. 11:30 pm | | |
| Rupees | Three hundred Rupees Only — | | |
| Paid by Cheque / Cash | Cheque No. / Dated / Drawn on Bank | 300 = | 00 |

APPROVED BY
07 AUG 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by

Approved by

Receiver's Signature