

Weekly - Petty cash /expense card statement

Name	D. Shive Shaver			Statement date	07/08/24		
Prepared by	D. Shive Shaver			Sign	Sh		
From period				To period			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	M.H. Svc	M.H. Svc	ford Alcorne (Vansu)	278	OY ON	OY ON
2.	M.H. Svc	M.H. Svc	RAPIDO Charge (Vansu)	128	OY ON	OY ON
3.	M.H. Svc	M.H. Svc	RAPIDO Charge (Vansu)	241	OY ON	OY ON
4.	M.H. Svc	M.H. Svc	FASTACE Peak DUS 3044	1000	OY ON	OY ON
5.	M.H. Svc	M.H. Svc	FASTACE Peak DUS 3044	1000	OY ON	OY ON
6.	M.H. Svc	M.H. Svc	RAPIDO Charge & AUTO Camp	378	OY ON	OY ON
7.	M.H. Svc	M.H. Svc	Retirement Alcorne	278	OY ON	OY ON
8.	M.H. Svc	M.H. Svc	Retirement Alcorne	150	OY ON	OY ON
9.	M.H. Svc	M.H. Svc	AUTO Charge & Dinner Camp	300	OY ON	OY ON
10.	M.H. Svc	M.H. Svc			OY ON	OY ON
11.	M.H. Svc	M.H. Svc			OY ON	OY ON
Amount to be credited by				Total:	3741	

Approved by: ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c, ☐ Other.

Sign:	Div. Manager	Accountant	Accounts Manager	MD
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 receipt of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employees 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

MAHNE

Voucher No. _____

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

Paid to		Rs.	Ps.			
(Food Allowance)						
towards REGISTRATION DUTY ON 05/07/25		275/-				
KESERU (and) Tinkapail (Full day)						
with 4000000 Modisier Duty.						
Rupees						
TWO HUNDRED SEVENTY FIVE ONLY.						
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank		
	Cash					
					275/-	

P. Vangh
Prepared by

G. JAI KUMAR
AGM-HR & Admin

Approved by

P. H
Receiver's Signature

DEBIT VOUCHER

442 NC

Voucher No _____

A/c _____

Date: _____

11/05/22

Paid to		(For Amount)	
Towards		Debiting Bank on 07/05/22	
Rupees		Rs. 25/-	
Paid by		Cheque	
Cash		Cheque No. 1111111111	
Drawn on Bank		11 JUL 2022	
Rs.		25/-	
P		25/-	

Prepared by
F. [Signature]

Approved by
[Signature]

Receiver's Signature
[Signature]



DEBIT VOUCHER

MASUR 2

Voucher No. _____

A/c. _____

Date: 11/07/25

Paid to <u>Rep Do. AUTO. CHARGES</u>		Rs.	Ps.
towards <u>REGISTRATION. LIT. PURPOSE (05/07/25)</u>		125/-	
<u>HEL OFFICE. TO. BEZUMPET</u>			
<u>SARALAK PRITHOS (GOURANG MALLI DUT)</u>			
Rupees <u>ONE HUNDRED. TWENTY. FIVE. REESES</u>			
<u>ONLY</u>		125/-	
Paid by <u>Cheque</u> ✓	Cheque No. <u>11 JUL 2025</u> Dated _____		
<u>Cash</u>	Drawn on Bank _____		

P. Vamsi
Prepared by

Approved by

P. Vamsi
Receiver's Signature



DEBIT VOUCHER

10/12/22

Voucher No.

A/c

Date

Paid to

Rs.

P

forwards

10/12/22

10/12/22

ONE HUNDRED AND TWENTY RUPEES

ONLY

Drawn on Bank

Date

Cheque No.

Cheque

Paid by

Cash

10/12/22

10/12/22

10/12/22



Receiver's Signature

Approved by

Prepared by

← Details

Tickets

Auto Ride

05 Jul 2025 • 07:31 PM
₹125 • Completed

1 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

~~MSBVC~~
MSBVC

Voucher No. _____

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

Paid to		Rs.		Ps.	
towards		118 / -			
11:45 AM. GOURNAG MALL HERE					
BEGUMPET. TO. HED OFFICE (AT: 4:50 PM)		123 / -			
Rupees		S			
TWO HUNDRED. FORTY. ONE RUPEES (ONLY)					
Paid by	Cheque No.	Dated	Drawn on Bank		
Cash ✓				241 / -	

P. Vamsi?
Prepared by

G. JAI KUMAR
AGM-HR & Admin
Approved by

P. H
Receiver's Signature

~~000000~~
~~000000~~
 002HM

25/10/17

11:56 — m

← Details

🕒 622.4 5G .nl 76%

🎫 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

Distance

Ride ID

14.8 mins

5.7 kms

RD17520659763894525

12:35

← Details



9:31 AM
LTE 5G



80%



Auto Ride

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



RIDE DETAILS



Soham Mansion, 5-4-187
Mahatma Gandhi Rd, Karbala Maldan, Rani Gu...
1-10-72/4/2, Begumpet Rd
Old Patigadda, Chikoti Gardens, Begumpet, Hy...



Duration

Distance

Ride ID

15.0 mins

3.7 kms

RD17520415934081573



RIDE SUMMARY



DEBIT VOUCHER

MH SVC

Voucher No. _____

A/c. _____

Date : 16/07/28

Paid to	FASTABE			Rs.	Ps.
towards	FASTABE recharge fee BUS			1000	00
	TR 10 VA 3044 09/07/28			↗	
Rupees	one thousand Rupees only				
Paid by	Cheque Cash ✓	Cheque No. 	Dated 	Drawn on Bank 	1000 00

Prepared by

Approved by

Receiver's Signature

562 AFM

9

0

11

002
004
008
001

2488

6488618286

**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

NB25070908245769074230472



Bharat Connect Transaction ID

PP015190BB59X0NDQ313



Debited from



XXXXXX5850

₹1,000

UTR: 086526220730

View
HistoryView
ReceiptSplit
ExpenseShare
Receipt

Contact PhonePe Support



DEBIT VOUCHER

mt Svc

Voucher No. _____

A/c. _____

Date :

29/07/28

Paid to	FASTAG Recourse			Rs.	Ps.	
towards	FASTAG Recourse for BUS			1000	00	
	TS10 UD 3044			2		
Rupees	one thousand rupees only					
Paid by	Cheque ☒	Cheque No.	Dated	Drawn on Bank	1000	00
	Cash ☒					

Prepared by

Sin

Approved by

[Signature]

Receiver's Signature

DEBIT VOUCHER

22/07/22

**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
HistoryView
ReceiptSplit
ExpenseShare
Receipt

Contact PhonePe Support



DEBIT VOUCHER

MHRAC

Voucher No. _____

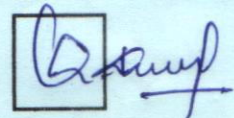
A/c. _____ Date : 30-07-2025

Paid to				Rs.	Ps.
Rapid and Auto Changer					
towards I went to Shamsher band Airport				3752	00
for pick up Car. on 20 th July - 2025.				/	
Given by Jai Kumar Sr					
Rupees Three hundred and Seventy					
five Rupees only					
Paid by	Cheque Cash	Cheque No.	Dated	Drawn on Bank	
					3752 00

Prepared by

 Approved by

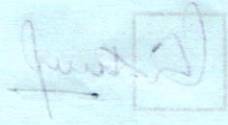
Receiver's Signature



Prepared by

Approved by

Receiver's Signature



Paid by		Cheque No.		Dated		Drawn on Bank	
Cash							
Cheque							
Five Rupees only							
Rupees Three hundred and Twenty							
Given by Government for							
for rent of car on 21st July - 2022							
I want to draw this amount							
for rent of car on 21st July - 2022							
Paid to							
for rent of car on 21st July - 2022							
Rs.		Rs.		Rs.		Rs.	
3572-00		3572-00		3572-00		3572-00	

At

Voucher No.

Date

DEBIT VOUCHER

30-07-2022

11/11/22

DEBIT VOUCHER

MH SVC

Voucher No. _____

A/c. _____

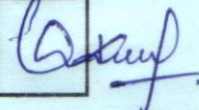
Date : 30-07-2025

Paid to Refreshment Allowance				Rs.	Ps.
towards I went Basara with Omprakash met				27520	0
family Members On 26 th July - 2025.					
Given by Jai Kumar Sr.					
Rupees Two hundred and Seventy five					
Rupees only					
Paid by <u>Cheque</u>		Cheque No.	Dated	Drawn on Bank	
Cash					27520

Prepared by

Approved by

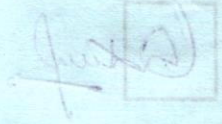
Receiver's Signature



Prepared by

Approved by

Receiver's Signature



Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	Rs	Pais
	Cash					
						
Rupees <u>Two hundred and twenty five</u>						
Given for <u>for known</u>						
<u>family members on 26th July - 2024</u>						
towards a <u>visit to the Corporation office</u>						
Paid to <u>Self - Allowance</u>						

Date

30-07-2024

Voucher No

DEBIT VOUCHER

111124

DEBIT VOUCHER

MA SVL

Voucher No. _____

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

Paid to	Refreshment Allowance for (Dinner)			Rs.	Ps.	
towards	I went to Airport for pick up to			1502	00	
	Omprakash modi Relations Given by MD			/		
	Sr. On 25th July - 2025					
Rupees	One hundred and fifty Rupees					
Only	_____					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	1502	00
	Cash					

Prepared by

Approved by

Receiver's Signature

Q. K. Singh

DEBIT VOUCHER

Voucher No. _____

Date: 30-07-2012

Paid to		Rs.	
Towards		Rs.	
Rs. on 30th July 2012		1200/-	
One hundred and fifty Rupees		1200/-	
Only		1200/-	
Cheque No.		Drawn on Bank	
Dated		1200/-	
Paid by		1200/-	
Cash		1200/-	

Prepared by

Approved by

Receiver's Signature

(Signature)

(Signature)

1000/-

DEBIT VOUCHER

MHSVC

Voucher No. _____

A/c. _____

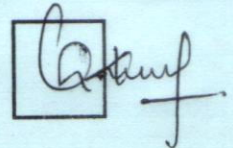
Date : 07/08/2025

				Rs.	Ps.
Paid to Auto Charge and Dinner Allowance					
towards: Sheela pet to Thambi Madam house Road				150 =	0
ND-32 Auto Charge and. Madam I want				150 =	0
Airport for pick up MD Sr drop at night. 11:30 pm					
Rupees Three hundred Rupees Only -				/	
Paid by <u>Cheque</u> <u>Cash</u>					
Cheque No.					
Dated					
Drawn on Bank					
				300 =	0

Prepared by

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

Receiver's Signature



05/08/2002

2424M