

Weekly - Petty cash / expense card statement.

Name		R. S. Satishan		Statement date		29/08/2025	
Prepared by		R. S. Satishan		Sign		[Signature]	
From period		24/08/2025		To period		26/08/2025	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	Ans 4554	Ans 4554	Transportation charges (Bus): from L.B. Nagar to Kunnamkulam (Vizag)	1828	Y N	Y N	
2.					Y N	Y N	
3.	Ans 4554	Ans 4554	Transportation charges (Bus): from Kunnamkulam (Vizag) to L.B. Nagar	2250	Y N	Y N	
4.					Y N	Y N	
5.					Y N	Y N	
6.	Ans 4554	Ans 4554	Travel charge: from there to L.B. Nagar and L.B. Nagar to there	570	Y N	Y N	
7.					Y N	Y N	
8.	Ans 4554	Ans 4554	Food Allowances for 2 days.	800	Y N	Y N	
9.					Y N	Y N	
10.	Total			5,448	✓		
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:		[Signature]					
Date:		29/8/25					

APPROVED BY
29 AUG 2025
S. SUNIL KUMAR (A.C.)
Asst Project Manager (A.C.)

APPROVED BY
29 AUG 2025
S. SUNIL KUMAR (A.C.)
Asst Project Manager (A.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 is not received within a week is not received without further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Div. Manager and accounts manager approval is required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER			
Company/Firm	AMS 4554		
Project	AMS 4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Towards Bus. charge from LB Nagar to Kurnool (Overhead) for QC-checking		
Location of work	Am 72 (vizag)		
Amount in Rs.	1,828 2/-		
Amount in words	One thousand & Eight hundred Twenty Eight Only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Sarkar (QC)			

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

DEBIT VOUCHER

Company/Firm	AMS 4554		
Project	AMS 4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Toward Buscharges & from Kumarapden (Bavada) to L.B Nagar (HYD) for Q.C checking		
Location of work	AMTZ (Vizag)		
Amount in Rs.	2,250 ₹/r		
Amount in words	Two thousand & two hundred fifty Rupees only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Saikiran (QC)			

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

DEBIT VOUCHER			
Company/Firm	AMS 4554		
Project	AMS 4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Towards travelling charges; from home to C.B. Nagar & C.B. Nagar to home.		
Location of work	Amrit (Vizag)		
Amount in Rs.	570 E/c		
Amount in words	Five Hundred Seventy Rupees only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Sarkisan (QC)			

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

DEBIT VOUCHER			
Company/Firm	AMS 4554		
Project	AMS 4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Toward for food allowances at vijay for 2 days.		
Location of work	Amre (vijay)		
Amount in Rs.	800 ₹/-		
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)			

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

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redBus Ticket Information

Visakhapatnam-Hyderabad on Monday
August 25, 2025

Ticket Number: TUSN61819877 / PNR No: VIKP8QJ62T357

Hey Saikiran,

Hurray!! You have saved Rs 100.00 on this booking



Save paper, save environment

redBus Users save on average 450 trees every month by not printing the ticket.

Ticket Details

Journey Date and Time



25/08/2025, 09:15 PM

Travels



Vikram Travels

A/C Seater / Sleeper (2+1)

9130966666

Ticket Price



Rs. 2249.95

(inclusive of GST)

Boarding Point



Visakhapatnam

KURMANIPALEM

BUS DEPOT PH 7995995917

Landmark: BUS DEPOT PH 7995995917

7995995917 / 7995995917

7995995917 / 7995995917

Dropping Point



Hyderabad

Near LB Nagar Metro station

DROPPING DATE & TIME:

26/08/2025, 07:20 AM

Passenger Details



Saikiran

25Yrs, MALE

Seat no

L7

