Weekly - Petty cash /expense card statement.

Name	MRMLLP		Statement date	17-09-2025		
Prepared by	Suman		Sign			
From period	11-09-2025		To period	11-09-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MRMLLP	AGH	Towards going to head office for lap tap repair servicing purposes through RTC bus up and down charge amount from Miryalaguda to raniganj (HO)	660/-	✓Y ☐N	☐Y ✓N
2.	MRMLLP	AGH	Towards going to head office for lap tap repair servicing purposes through local auto up and down charge amount from LB nagar to raniganj (HO)	400/-	☐Y ✓N	☐Y ✓N
3.	MRMLLP	AGH	Towards going to head office for food allowance for breakfast and lunch charge amount	250/-	☐Y ✓N	☐Y ✓N
	Total			Rs 1310/-		

Amount to be credited by	☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	APPROVED BY 1? SEP 2025			
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

DEBIT VOUCHER

Company/Firm	Modi Realty Miryalguda LLP			
Project	AVR Gulmohar Homes			
Voucher no.	01			
Account head				
Paid To	RTC BUS			
Towards/description of work	Towards going to head office for lap tap repair servicing purposes through RTC bus up and down charge amount from Miryalaguda to raniganj (HO)			
Location of work	AGH-Miryalguda.			
Period	From:	11-09-2025	To :	11-09-2025
Amount in Rs.	660/-			
Amount in words	Six hundred sixty rupees only.			
Mode of payment	Cheque/trf no.	Date	Bank	
Bank Payment				
Prepared by	Approved by	Receivers name	Receivers signature	
suman				

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

APPROVED BY
17 SEP 2025
K. PURSHOTHAM
Project Manager

Miryalguda Depot

20097A06417 11/09/25 17:[illegible]

Service Number: HE50

E SUPER LUXURY

HYDERABAD-MIRYALAGUDA-EXP Trip:

MGBS TO

MIRYALAGUDA BS

ADT: 1 * 330.00 = ₹ 330.00

Total ₹ 330.00

Payment Mode: Cash

CND: 500114 DRV: 500111

WayBill: 19856272 Bus: TG07U7048

ETIM No: I023600121 v1.9.29

NOT TRANSFERABLE

HAPPY JOURNEY

HELP LINE NO

040 69440000

Miryalguda Depot

20055A08251 11/09/25 10:41

Service Number: HE06

E SUPER LUXURY

MIRYALAGUDA-HYDERABAD-EXP MLG

MIRYALAGUDA BS TO

MGBS

ADT: 1 * 330.00 = ₹ 330.00

Total ₹ 330.00

Payment Mode: Cash

CND: 500006 DRV: 500006

Waybill: 19849859 Bus: TG07U7042

ETIM No: I023600019 v1.9.29

NOT TRANSFERABLE

HAPPY JOURNEY

HELP LINE NO

040 69440000

DEBIT VOUCHER

Company/Firm	Modi Realty Miryalguda LLP			
Project	AVR Gulmohar Homes			
Voucher no.	02			
Account head				
Paid To	Local auto			
Towards/description of work	Towards going to head office for lap tap repair servicing purposes through local auto up and down charge amount from LB nagar to raniganj (HO)			
Location of work	AGH-Miryalguda.			
Period	From:	11--09-2025	To :	11-09-2025
Amount in Rs.	400/-			
Amount in words	Four hundred rupees only.			
Mode of payment	Cheque/trf no.	Date	Bank	
Bank Payment				
Prepared by	Approved by	Receivers name	Receivers signature	
suman				

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

APPROVED BY

17 SEP 2025

K PURSHOTHAM

Project Manager

DEBIT VOUCHER

Company/Firm	Modi Realty Miryalguda LLP			
Project	AVR Gulmohar Homes			
Voucher no.	03			
Account head				
Paid To	Local hotal			
Towards/description of work	Towards going to head office for food allowance charges for breakfast and lunch			
Location of work	AGH-Miryalguda.			
Period	From:	11-09-2025	To :	11-09-2025
Amount in Rs.	250/-			
Amount in words	Two hundred fifty rupees only.			
Mode of payment	Cheque/trf no.	Date	Bank	
Bank Payment				
Prepared by	Approved by	Receivers name	Receivers signature	
suman				

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

APPROVED BY
17 SEP 2025
K. PURSHOTHAM
Project Manager