Weekly - Petty cash /expense card statement.

Name	D. Shiva Shankar	Statement date	26/09/28
Prepared by	D. Shiva Shankar	Sign	Sv
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPPL	MPPL	E. Dept	450	☐Y ☑N	☐Y ☑N
2.	MPPL	MPPL	Air Post persons ...	150	☑Y ☐N	☐Y ☑N
3.	MPPL	MPPL	RAPIDO Charges	200	☑Y ☑N	☐Y ☑N
4.	MPPL	MPPL	RAPIDO Charges	255	☐Y ☑N	☐Y ☑N
5.	MPPL	MPPL	GHMC Garbage collection	300	☐Y ☑N	☐Y ☑N
6.	MPPL	MPPL	V.I. Post Paid	654	☑Y ☐N	☐Y ☑N
7.					☐Y ☐N	☐Y ☐N
8.					☐Y ☐N	☐Y ☐N
9.					☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.	Total			2009		

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:	APPROVED BY 26 SEP 2025 G. JAI KUMAR AGM-HR & Admin			

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

MPRL

DEBIT VOUCHER

Voucher [redacted]o. ______________

A/c. ______________

Paid to [illegible] [illegible]	Date : 26/09/25	
towards [illegible] cleaner for CAR	Rs.	Ps.
Air [redacted]ow	150	
Rupees [redacted]ne Hundred fifty only		
Paid by C[redacted]eque / [redacted]ash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	150	00

Prepared by

APPROVED BY
26 SEP 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

Tax Invoice
GMR Airports Limited
(FKA: GMR Airports Infra Ltd.)
GSTIN No : 36AABCG8869P5ZG
SAC Code: 996743
Ph:66604210

PARKING RECEIPT

	:09	Cashier	:294
t	:3646	Vehicle No	:TG19G9159
a	:09	Cashier	:294
t	:3646	Vehicle No	:TG19G9159
ass	:ECON	Entry D/T	:04-09-25 07:20
/T	:04-09-25 07:30		
Total	:150	Period	:0D 0H 8M 40S

X01440409250730313646103.E010704092507202036 46

ax is not payable under reverse charge [illegible]
[illegible] owner's risk

MPPL

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 26/9/25

Paid to E. Dept. Krishna	Rs.	Ps.
towards phase, power and fluctuations on 11/9/25.	450/-	
Rupees Four hundred and fifty Rs. only.		
Paid by ~~Cheque~~ Cash Cheque No. Dated Drawn on Bank	450/-	

APPROVED BY
26 SEP 2025
G. JAI KUMAR
AGM HR & Admin

Prepared by Approved by Receiver's Signature

H.P.W

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date 25/9/17

Paid to	E. Dept. [illegible]	Rs.	Ps
towards	[illegible] on 11/9/17.	250/-	—
Rupees	Two hundred and fifty only		

Paid by Cash / Cheque	Cheque No.	Dated	Drawn on Bank

250/-

Prepared by

Approved by

Receiver's Signature

MPPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 24/09/25

Paid to RAPIDO	Rs.	Ps.
towards RAPIDO Charges from HO to	200	00
P.No: 280 [illegible] 11/09/25		
Rupees Two Hundred Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	200	00

APPROVED BY
26 SEP 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by   Approved by   Receiver's Signature

DEBIT VOUCHER

Voucher No ______________

A/c ______________ Date 21/09/[illegible]

Paid to DAPDC	Rs.	Ps.
towards DAPDC Charges [illegible]	200	00
[illegible] 11/09/[illegible]		
Rupees Two hundred only		
	200	00

Paid by Cash ✓ / Cheque — Cheque No ______ Dated ______ Drawn on Bank ______

Prepared by — Approved by — Receiver's Signature

21 SEP [illegible]

DEBIT VOUCHER

MPRL

Voucher No. ______________

A/c. ______________

Paid to RAPIDO Date : 26/09/25

towards	Rs.	Ps.
RAPIDO charges from Hodo Plot-280 Jubilee Hills 25/09/25	255	00
Rupees Two ~~thousand~~ Hundred fifty five only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	255	00

Prepared by Approved by Receiver's Signature

APPROVED BY
26 SEP 2025
G. JAI KUMAR
AGM-HR & Admin

DEBIT VOUCHER

Voucher No. ____________

A/c ____________ Date : ____________

Paid to	Rs.	Ps.
towards		
Rupees		

Cheque No.

Paid by Cash

Prepared by Approved by Receiver's Signature

NDPL

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 26/9/25

Paid to GHMC Garbage Collector	Rs.	Ps.
towards Garbage Collecting for the month of Aug. 2025	300/-	
Rupees Three hundred only.		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	300/-	

APPROVED BY
26 SEP 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by 26/9/25

Approved by

Receiver's Signature

MDPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date 28/7/25

Paid to	Centre Garbage Collector	Rs.	Ps.
towards	Garbage Collecting for the month of Aug. 2025	300/-	
Rupees	Three hundred only		
		300/-	

Paid by Cash / Cheque — Cheque No. ______ Dated ______ Drawn on Bank ______

Prepared by

Approved by

Receiver's Signature

MPPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________

Paid to VI Post Paid	Date : 22/09/25	
towards VI Post Paid bill payment of	Rs.	Ps.
9246876007	654	00
Rupees Six Hundred fifty four Only		
Paid by Cheque / Cash ✓ — Cheque No. — Dated — Drawn on Bank	654	00

Prepared by

APPROVED BY
26 SEP 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c: ____________

Date: 23/09/25

Paid to: VS ...

towards: VS ...

Rupees: Six Hundred Fifty four ...

Rs.	Ps.
654	
654	

Cheque No. ____________

Cash

Paid by

26 SEP 2025

Prepared by

Approved by

Receiver's Signature

11:35 85%

Bill Payment Successful

11:34 AM on 22 Sep 2025

Mobile bill paid

Vi Postpaid **₹653.18**

9246876667

Bill Details

Bill Number	:	67681452
Bill Date	:	11-Sep-2025

Payment details

Bill Amount	₹650.18
Platform fee(inclusive of GST)	+ ₹3

Total Amount **₹653.18**

Transaction ID

NX25092211342084647433751

Bharat Connect Transaction ID

PP015265BX61H0W5H464

Debited from

XXXXXX5850 ₹653.18

UTR: 302729651584