Weekly - Petty cash /expense card statement.

Name	D. Swar Shankar	Statement date	26/09/25
Prepared by	D. Swar Shankar	Sign	Sn
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MH SVC	MH SVC	FASTAG recharge 9758 Swam	500	☑Y ☐N	☐Y ☑N
2.	MH SVC	MH SVC	food Allowance Soman	278	☐Y ☑N	☐Y ☑N
3.	MH SVC	MH SVC	food Allowance Soman	278	☐Y ☑N	☐Y ☑N
4.	MH SVC	MH SVC	food Allowance Soman	278	☐Y ☑N	☐Y ☑N
5.	MH SVC	MH SVC	RAPIDO charges Soman	60	☐Y ☑N	☐Y ☑N
6.	MH SVC	MH SVC	AMAZON.in charges	1196	☑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			2581		

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

MH SVC

Voucher No. ______________

A/c. ______________ Date : 26/09/25

Paid to FASTAG recharge	Rs.	Ps.
towards FASTag Recharge for 9758	500	00
Rupees Five Hundred Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	500	00

Prepared by

APPROVED
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : ____________

Paid to		Rs.	Ps
towards			
Rupees			

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

Prepared by | Approved by | Receiver's Signature

9:25 31%

← **FASTag Recharge successful**
09:23 PM on 25 Sep 2025

FASTag Recharge for

Bajaj Pay FASTag ₹500
ts10ua9758

Bill Details

Customer Name : YELLAMLA SOMANNA

Payment details

Transaction ID
NX2509252123090918296387 1

Bharat Connect Transaction ID
PP015268BX3KB1NET531

Debited from

XXXXXX5850 ₹500

UTR: 674659141014

View History | View Receipt | Split Expense | Share Receipt

Contact PhonePe Support

DEBIT VOUCHER

MA BOVE

Voucher No. ____________

A/c. ____________

Paid to Food Allowances.	**Rs.**	**Ps.**
towards Went to Suryapet. for Sales. Site visit for lunch expenses.	275	00
Rupees Two Hundred and Seventy five only		
	275	00.

Date : 14/09/2025

Paid by ~~Cheque~~ / Cash

Cheque No.	Dated	Drawn on Bank

SOMMANNA

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 14/9/2023

	Rs.	Ps.
Paid to Food Allowance	275	00
towards Work to Surajpur for Sales.		
Site Visit for food expenses.		
Rupees Two Hundred and [illegible]		
	275	00

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

Prepared by ________ Approved by ________ Receiver's Signature ________

APPROVED BY
2 SEP 2023

Voucher No. ______________

A/c. ______________ Date : 19/09/2025

		Rs.	Ps.
Paid to	Food Allowances.		
towards	Went to Suryalet with Ahmed. For Site Visit 19/09/2025. Food. Allowances.	275	00
Rupees	Two Hundred and Seventy five only		

Paid by ~~Cheque~~ / Cash ✓

Cheque No.	Dated	Drawn on Bank

APPROVED BY
2 6 SEP 2025
G. JAI KUMAR
AGM-HR & Admin

Somanath
Prepared by

Approved by

Receiver's Signat

Voucher No. ____________

A/c. ____________ Date: 19/09/2025

Paid to	Food Allowance	Rs. / Ps.
towards	Visit to Surajpur with Anuesh for Site Visit Breakfast Food Allowance	275.00
Rupees	Two Hundred and Seventy Five only	
Paid by Cheque / Cash	Cheque No. / Dated / Drawn on Bank	275.00

APPROVED BY 2 SEP 2025

Prepared by Approved by Receiver's Signature

MHSVC

DEBIT VOUCHER

Voucher No. ____________

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

Paid to	Rapido	Rs.	Ps.
towards	Rapido charges from Sonnin...		
	[illegible] Head Office (Ranigunj)	60	00
Rupees	Sixty Rupees only.		
		60	00

Paid by Cheque / Cash ✓ | Cheque No. ____ | Dated 02/09/25 | Drawn on Bank ____

APPROVED BY
2 6 SEP 2025
G. JAI KUMAR
ASM-HR & Admin

Prepared by | Approved by | Receiver's Signature

MHSVC

DEBIT VOUCHER

DEBIT VOUCHER

Voucher No. ____________

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

Paid to	Rapido	Rs.	Ps
towards	Rapido charges from Sapphire apartment Begumpet to Head office (Rapido)	60	00
Rupees	Sixty Rupees only	60	00

Paid by: Cash / Cheque — Cheque No: ____ Dated: 25/09/25 Drawn on Bank: ____

Receiver's Signature

Prepared by   Approved by

APPROVED BY 25 SEP 2025

DEBIT VOUCHER

DEBIT VOUCHER

MASBVC

Voucher No. ______________

A/c. ______________

Paid to food Allowance	Date : 25/9/25	
towards Went to Jurupa(?) with Alwed(?) for site visit 25/9/25 food Allowance	**Rs.**	**Ps.**
	275	00
Rupees Two Hundred Seventy Five		

Paid by Cheque	Cheque No.	Dated	Drawn on Bank

275 00

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

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________

Paid to: Food Allowance — Date: 25/9/25

towards: [illegible]

[illegible] 25/9/25 Food Allowance

Rupees: Two Hundred Seventy five only

Rs.	Ps.
275	00
275	00

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

Prepared by — Approved by — Receiver's Signature

26 SEP 2025

← **Details**

Tickets

Bike Ride

02 Sep 2025 • 03:28 PM

₹60 • Completed

RIDE DETAILS

GVVR Plaza

Inner Ring Rd, Old Patigadda, Chikoti Gardens, Begumpet, Hyderabad, Telangana 500016, India

Soham Mansion

Karbala Maidan, Rani Gunj, Hyderabad, Telangana 500003, India

Duration	11.3 mins
Distance	5.2 kms
Ride ID	RD17568071110765992

INVOICE

Total fare	**₹60.0**
Ride Charge	₹54.39
Booking Fees & Convenience Charges	₹5.61

Send via Email

DEBIT VOUCHER

MA/SVC

Voucher No. ________________

A/c. ________________

Paid to Amazoniza	Date : 26/9/25	
towards [illegible] of Shoes to Jomanna With Bill	Rs.	Ps.
	1,196	00
Rupees one Thousand one Hundred Ninety Six		
Paid by Cheque / Cash · Cheque No. · Dated · Drawn on Bank	1196	00

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

Prepared by

Approved by

Receiver's Signature

[illegible]

DEBIT VOUCHER

Voucher No. ________________

A/c. ______________________ Date : 26/9/23

Paid to Amazon	Rs.	Ps.
towards Purchase of Shoes to [illegible] with [illegible]		
Rupees One Thousand one Hundred ninety six	1196	—

Paid by	Cash / Cheque	Cheque No	Dated	Drawn on Bank

Prepared by   Approved by   Receiver's Signature

26 SEP 2023

amazon.in

Tax Invoice/Bill of Supply/Cash Memo
(Original for Recipient)

Sold By :
M/s Asian Reail Ventures
* GMR Airport City, Survey No. 99/1, Mamidipally Village, Shamshabad
Hyderabad, Telangana, 500108
IN

Billing Address :
Preethi
3-4-98/1/14, narsimha nagar, uppal
Hyderabad, TELANGANA, 500076
IN
State/UT Code: 36

PAN No: ABAFA8599B
GST Registration No: 36ABAFA8599B1ZD

Shipping Address :
Preethi
Preethi
3-4-98/1/14, narsimha nagar, uppal
Hyderabad, TELANGANA, 500076
IN
State/UT Code: 36
Place of supply: TELANGANA
Place of delivery: TELANGANA

Order Number: 402-0397884-0052318
Order Date: 03.07.2025

Invoice Number : HYD8-26047
Invoice Details : TG-HYD8-142820521-2526
Invoice Date : 03.07.2025

Sl. No	Description	Unit Price	Qty	Net Amount	Tax Rate	Tax Type	Tax Amount	Total Amount
1	ASIAN Men's Everest-02 Sports Trekking & Hiking,Walking Shoes with Rubber Outsole & Memory Foam Insole Lace-Up Shoes for Men's & Boy's Grey Orange | B0CD452Q6W (EVEREST-02cGRYORNG-10) HSN:64041120	₹1,013.56	1	₹1,013.56	9%	CGST	₹91.22	₹1,196.00
					9%	SGST	₹91.22	
TOTAL:							**₹182.44**	**₹1,196.00**

Amount in Words:
One Thousand One Hundred Ninety-six only

For M/s Asian Reail Ventures:

Authorized Signatory

Whether tax is payable under reverse charge - No

Payment Transaction ID: 1113QmvjbY8JcoDFyN2NQwAG6	**Date & Time:** 03/07/2025, 21:53:08 hrs	**Invoice Value:** 1,196.00	**Mode of Payment:** GiftCard