Weekly - Petty cash /expense card statement.

Name	S.Sunil Kumar.	Statement date	13/10/25.
Prepared by	S.Sunil Kumar	Sign	SK
From period	8/10/25.	To period	11/10/25.

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMTZ(Vizag)	AMS-702,801,4554	Food Allowance	1200/-	Y N	Y N
2.	AMTZ(Vizag)	AMS-702,801,4554	transport Allowances.	917/-	Y N	Y N
3.	AMTZ(Vizag)	AMS-702,801,4554	travel Expenses.	1836/-	Y N	Y N
4.					Y N	Y N
5.					Y N	Y N
6.					Y N	Y N
7.					Y N	Y N
8.					Y N	Y N
9.				~~3,953~~	Y N	Y N
10.	Total			3,953/-		

Amount to be credited by	Transfer to Happy card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign: SK	SK			
Date: 13/10/25	13/10/25.			

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

APPROVED BY
13 OCT 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

DEBIT VOUCHER			
Company Firm	AMTZ (Vizag)		
Project	AMS-702, 801 & 4554.		
Voucher No.			
Account head			
Paid to	Food Allowances. (		
Towards description of work	Food Allowances at AMTZ Site for QC-(3-days). Checking & Registration purpose as per M.D. Instr		
Location of work			
Amount in Rs.	1,200/-		
Amount in words	One thousand Two hundred Rupees only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
S. Sunil Kumar	[signature]		

APPROVED BY
13 OCT 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

DEBIT VOUCHER

Company/Firm	AMTZ (Vizag)		
Project	AMS-702,801 & 4554		
Voucher No.			
Account head			
Paid to	Transport Allowances		
Towards/description of work	Transport Allowance from Home to Station, Station to Room, Room to Station & Station to Home.		
Location of work			
Amount in Rs.	917/-		
Amount in words	Nine hundred and Seventeen only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
S. Sunil Kumar	[signature]		

APPROVED BY
13 OCT 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

DEBIT VOUCHER

Company/Firm	AMTZ(Vizag)		
Project	AMS-702,801 & 4554.		
Voucher No.			
Account head			
Paid to	travel Allowance(tickets)		
Towards/description of work	travel Expenses from Home to vizag. (train ticket only).		
Location of work			
Amount in Rs.	1,836/-		
Amount in words	One thousand eight hundread and thirty sixonly		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
S. Sunilkumar	[signature]		

APPROVED BY
13 OCT 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

Electronic Reservation Slip (ERS)

2025 International Year of Cooperatives

Paytm

IRCTC

Boarding From		To
SECUNDERABAD JN (SC)	→	VISAKHAPATNAM (VSKP)
Departure* 20:15 08-OCT-2025		Arrival* 06:30 09-OCT-2025

PNR:	Train No./Name	Class
49336395[illegible]5	22204/VSKP DURONTO	AC 3 Tier (3A)
Quota	**Distance**	**Ticket Printing Time**
Tatkal (TQ)	663 KM	08-Oct-2025 11:24:17 Hrs

Passenger Details:

#	Name	Age	Gender	Booking Status	Current Status
1.	S Sunil Kumar	47	M	CNF/B5/19	CNF/B5/19

Acronyms: RLWL: REMOTE LOCATION WAITLIST
WAITLIST RSWL: ROAD-SIDE WAITLIST
PQWL: POOLED QUOTA
CNF: CONFIRM

Transaction Id (Reservation Id): 100006096348985

भारतीय रेल यात्रा की लागत का औसतन केवल 57% वसूल करती है।
IR recovers only 57% of cost of travel on an average.

APPROVED BY
13 OCT 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

Payment Details

Ticket Fare	₹ 1760.00
IRCTC Convenience Fee (incl. of GST)	₹ 35.40
Agent Service Charge (incl. of GST)	₹ 40.00
Travel Insurance Premium (incl. of GST)	₹ 0.45
PG Charges (incl. of GST)	₹ 0.00
Catering Charges (incl. of GST)	₹ 0.00
Free Cancellation Charges (incl. of GST)	₹ 0.00
Total Fare (all inclusive)	₹ 1835.85

PG Charges as applicable (Additional)

IRCTC Convenience Fee & Agent Service Charges are charged per e-ticket irrespective of no. of passengers on the ticket

*** The printed Departure and Arrival Times are liable to change. Please check correct departure, arrival from Railway Station Enquiry or Dial 139 or SMS RAIL to 139.**

Agent Details:

Principal Agent Name: One97 Communications Ltd.

Customer care Email : traincare@paytm.com Customer Care Contact: 0120 4880880

- Prescribed original ID proof is required while travelling along with SMS/ VRM/ ERS otherwise will be treated as without ticket and penalized as per Railway Rules.