

Weekly - Petty cash / expense card statement.

Name		S. Sunil Kumar		Statement date		18/11/25	
Prepared by		S. Sunil Kumar		Sign		[Signature]	
From period		9/11/25		To period		18/11/25	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	CST bill	
1.	AMTZ (V1809)	AMS-801 \$4554	Food Allowances.	1600/-	Y N	Y N	
2.	AMTZ (V1809)	AMS-801 \$4554	Transport Allowances.	223/-	Y N	Y N	
3.	AMTZ (V1809)	AMS-801 \$4554	Travel Expenses.	2,798/-	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.							
9.							
10.	Total			4621/-			
Amount to be credited by		Transfer to Happy card.		Cash reimbursement,		Transfer to personal a/c.	
Approved by:		Other:		Accountant		Accounts Manager	
Sign: [Signature]		Div. Manager					
Date: 18/11/25		18/11/25.					

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 receipt of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received without further payment and salary. 5. If employee must maintain photocopy of all bills / vouchers for 1 month. 6. Division manager and account manager approval required for expenses of over 2,000 - per week. MDs approval is required for expenses of over 12,000/- per week

APPROVED BY

18 NOV 2025


S. SUNIL KUMAR  
Asst Project Manager (Q.C)

APPROVED BY

18 NOV 2025


S. SUNIL KUMAR  
Asst Project Manager (Q.C)

## DEBIT VOUCHER

Company/Firm	AMT2 (Vizag).		
Project	AMS- 801 & 4554.		
Voucher No.			
Account head			
Paid to	Food Allowances.		
Towards/description of work	Food Allowance at AMT2 for AC-(4-days) AC checking at 801 & 4554 as per MD Sir Instruction.		
Location of work			
Amount in Rs.	1,600/-		
Amount in words	One thousand Six hundred Rupees only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
S. Sunil Kumar			


APPROVED BY  
18 NOV 2025  
S. SUNIL KUMAR  
Asst Project Manager (Q.C)

## DEBIT VOUCHER

Company/Firm	AMTZ (Vizag).		
Project	AMS-801 of 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.	223/-		
Amount in words	Two hundred and twenty three only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
S. Sund Kumar			

APPROVED BY  
18 NOV 2025  
S. SUNIL KUMAR  
Asst Project Manager (Q.C)

# DEBIT VOUCHER

Company/Firm	AMTZ (Vizag)		
Project	AMS-801 & 4554		
Voucher No.			
Account head			
Paid to	Travel Expenses (tickets)		
Towards/description of work	Travel Expenses from Hyd to vizag & vizag to Hyd. (train tickets)		
Location of work			
Amount in Rs.	2,798/-		
Amount in words			
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
S. Sunil Kumar			

APPROVED BY  
18 NOV 2025  
S. SUNIL KUMAR  
Asst Project Manager (Q.C)

# Electronic Reservation Slip (ERS)-Normal User



Booked from

CHARLAPALLI (CHZ)  
Start Date\* 09-Nov-2025

Boarding At

CHARLAPALLI (CHZ)  
Departure\* 21:30 09-Nov-2025

To

DUVVADA (DVD)  
Arrival\* 08:35 10-Nov-2025

PNR  
4228120571

Quota  
TATKAL (TQ)

Train No./Name  
20812/NED VSKP SF EXP

Distance  
667 KM

Class  
THIRD AC (3A)

Booking Date  
08-Nov-2025 10:02:55 HRS

## Passenger Details

#	Name	Age	Gender	Booking Status	Current Status
1.	SUNIL KUMAR	42	M	CNF/B2/1/LOWER	CNF/B2/1/LOWER

Acronyms:

RLWL: REMOTE LOCATION WAITLIST

PQWL: POOLED QUOTA WAITLIST

RSWL: ROAD-SIDE WAITLIST

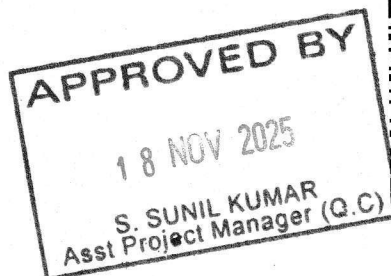
Transaction ID: 100006161401035

IR recovers only 57% of cost of travel on an average.

## Payment Details

Ticket Fare	₹ 1,375.00
IRCTC Convenience Fee (Incl. of GST)	₹ 23.60
Travel Insurance Premium (Incl. of GST)	₹ 0.45
Total Fare (all inclusive)	₹ 1,399.05

PG Charges as applicable (Additional)



- Beware of fraudulent customer care number. For any assistance, use only the IRCTC e-ticketing Customer care number:14646.

IRCTC Convenience Fee is charged per e-ticket irrespective of number 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.

- This ticket is booked on a personal User ID, its sale/purchase is an offence u/s 143 of the Railways Act,1989.
- 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.

## Indian Railways GST Details:

Invoice Number: PS25422812057111 Address: Indian Railways New Delhi

## Supplier Information:

SAC Code: 996421 GSTIN: 07AAAGM0289C1ZL

## Recipient Information:

GSTIN:	NA	Address:	
Name:	NA		
Taxable Value:	1308		
CGST Rate:	2.5%	CGST Amount:	0.0
SGST/UGST Rate:	NA	SGST/UGST Amount:	NA

## Electronic Reservation Slip (ERS)-Normal User



Booked from

DUVVADA (DVD)

Start Date\* 11-Nov-2025

Boarding At

DUVVADA (DVD)

Departure\* 20:27 11-Nov-2025

To

CHARLAPALLI (CHZ)

Arrival\* 06:45 12-Nov-2025

PNR

6934990423

Quota

TATKAL (TQ)

Train No./Name

20811/VSKP NED SF

Distance

667 KM

Class

THIRD AC (3A)

Booking Date

10-Nov-2025 11:32:13 HRS

**Passenger Details**

#	Name	Age	Gender	Booking Status	Current Status
1.	SUNIL KUMAR	43	M	CNF/B4/4/LOWER	CNF/B4/4/LOWER

Acronyms:

RLWL: REMOTE LOCATION WAITLIST

PQWL: POOLED QUOTA WAITLIST

RSWL: ROAD-SIDE WAITLIST

Transaction ID: 100006165831965

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**Payment Details**

Ticket Fare	₹ 1,375.00
IRCTC Convenience Fee (Incl. of GST)	₹ 23.60
Travel Insurance Premium (Incl. of GST)	₹ 0.45
Total Fare (all inclusive)	₹ 1,399.05

PG Charges as applicable (Additional)



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- 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.

**Indian Railways GST Details:**

Invoice Number: PS25693499042311 Address: Indian Railways New Delhi

**Supplier Information:**

SAC Code: 996421 GSTIN: 07AAAGM0289C1ZL

**Recipient Information:**

GSTIN: NA  
 Name: NA Address:  
 Taxable Value: 1308  
 CGST Rate: 2.5% CGST Amount: 0.0  
 SGST/UGST Rate: NA SGST/UGST Amount: NA