

Weekly - Petty cash / expense card statement.

Name	S. Sunil Kumar	Statement date	18/11/25
Prepared by	S. Sunil Kumar	Sign	<i>SK</i>
From period	9/11/25	To period	12/11/25
Sl.	Debit to company	Debit to project	Description of expense
1.	AMT2 (Visag)	AMR-801 4554	Food Allowances.
2.	AMT2 (Visag)	AMR-801 4554	Travel Allowances.
3.	AMT2 (Visag)	AMR-801 4554	Travel Expenses.
4.			
5.			
6.			
7.			
8.			
9.			
10. Total			₹ 1,624/-
Amount to be credited by	Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.		
Approved by:	Other: <input checked="" type="checkbox"/> Accountant <input type="checkbox"/> Accounts Manager <input type="checkbox"/> M.D.		
S. gn:	<i>SK</i>		
Date:	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 sent to respective accountant by Monday 3. Accountants to make payment on received 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 6 months. 6. Division manager and account manager approval required for expenses of over ₹ 2,000/- per week. M.D. approval is required for expenses of over ₹ 10,000/- per week.

APPROVED BY

18 NOV 2025

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

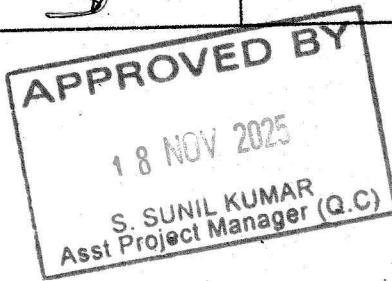
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S. SUNIL KUMAR
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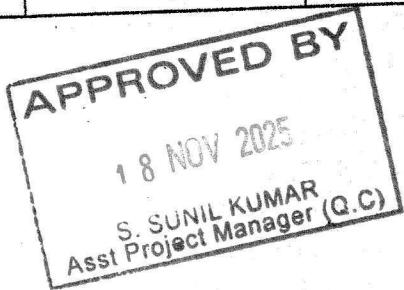
DEBIT VOUCHER

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	SK		



DEBIT VOUCHER

Company/Firm	AMTZ (Vizag).		
Project	AMS - 801 Sh 1554.		
Voucher No.			
Account head	Transport Allowances.		
Paid to	Transport Allowance from Home to Station, Station to Room, Room to Station & Station to Home.		
Towards/description of work			
Location of work	923/-		
Amount in Rs.	Two hundred and twenty three only.		
Amount in words			
Mode of payment			
Prepared by	Approved by	Receivers Name	Receivers Signature
S. Sunil Kumar	SK		



DEBIT VOUCHER

Company/Firm	AMTZ (Vizag)		
Project	AMS-801 ₹ 4554		
Voucher No.			
Account head	Travel Expenses (TICKETS)		
Paid to			
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	<i>SK</i>		



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

Train No./Name

20812/NED VSKP SF EXP

Class

THIRD AC (3A)

Quota

TATKAL (TQ)

Distance

667 KM

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

Electronic Reservation Slip (ERS)-Normal User


Booked from

DUVVADA (DVD)
Start Date* 11-Nov-2025

DUVVADA (DVD)

Departure* 20:27 11-Nov-2025

To

CHARLAPALLI (CHZ)
Arrival* 06:45 12-Nov-2025

PNR

6934990423

Train No./Name

20811/VSKP NED SF

Class

THIRD AC (3A)

Quota

TATKAL (TQ)

Distance

667 KM

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

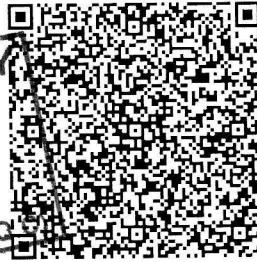
RSWL: ROAD-SIDE WAITLIST

Transaction ID: 100006165831965

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)	



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