Weekly - Petty cash /expense card statement.

lowaya — Jai Kumar

| | | | |
|---|---|---|---|
| Name | JAI KUMAR | Statement date | 21-11-2025 |
| Prepared by | JAI KUMAR | Sign | |
| From period | 17-11-2025 | To period | 21-11-2025 |

| Sl No | Debit to company | Debit to project | Description of expense | Amount | Bill enclosed | GST bill |
|---|---|---|---|---|---|---|
| 12. | MHSVC | MHSVC | Rapido chargars krishna | 170/- | □Y □N | □Y □N |
| 13. | MHSVC | MHSVC | Rapido chargars shekar | 34/- | □Y □N | □Y □N |
| 14. | MHSVC | MHSVC | Rapido chargars shekar 19-11-25 | 56/- | □Y □N | □Y □N |
| 15. | MHSVC | MHSVC | Autofard to somanna showroom to mallapur | 120/- | □Y □N | □Y □N |
| 16. | MHSVC | MHSVC | Refresement food to y somanna outstation | 980/- | □Y □N | □Y □N |
| 17. | MHSVC | MHSVC | Toll charges somanna paid 02-11-25 | 70/- | □Y □N | □Y □N |
| 18. | MHSVC | MHSVC | | | □Y □N | □Y □N |
| 19. | MHSVC | MHSVC | | | □Y □N | □Y □N |
| 20. | MHSVC | MHSVC | | | □Y □N | □Y □N |
| 21. | | | | | □Y □N | □Y □N |
| 22. | | | | | □Y □N | □Y □N |
| | | | Total: | **1,430/-** | | |

| | | | | |
|---|---|---|---|---|
| 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: | | | | |

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

Voucher No. ____________

A/c. ____________ Date : 17-11-2025

| Paid to Rapido Charges (Ch. Nisha) | Rs. | Ps. |
|---|---|---|
| towards Varsun Motors Saphone and Saphone plot NO - 280 On 14-11-25. | 50 = | 00 |
| Given by Jai Kumar Sir | 120 = | 00 |
| Rupees One hundred and Seventy Rupees Only | | |
| Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____ | 170 = | 00 |

APPROVED BY
17 NOV 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by | Approved by | Receiver's Signature

## DEBIT VOUCHER

Voucher No. ____________

A/c. ________________________________ Date : 19/11/25

| Paid to Rapido charges C.M. Sheloor | Rs. | Ps. |
|---|---|---|
| towards Transportation charges I went to Fortune toyato for pick up Glanza after Regular serving 18/11/25 | 34- | 00 |
| Rupees Thirty four Rupees only | | |
| Paid by Cheque / Cash · Cheque No. · Dated · Drawn on Bank | 34- | 00 |

M. Sheloor
Prepared by

APPROVED BY
19 NOV 2025
G. JAIKUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

Paytm

**Paid Successfully**

**₹34**

Rupees Thirty Four Only

To: Rapido

UPI ID: paytm-76881028@ptybl

From: Maddevoenollu Shekar

Hdfc Bank - 0521

UPI Ref No: 532234258231

07:19 PM, 18 Nov 2025

# DEBIT VOUCHER

Voucher No. ____________

A/c. ______________________________ Date : 17-11-2025

| Particulars | Rs. | Ps. |
|---|---|---|
| Paid to Refreshment Allowance (M. Shekar) | | |
| towards went to AMT2 vaizag On 13-11-25 to | 450 = | 00 |
| 15-11-2025 for Goods vehicle Metrial | 450 = | 00 |
| hand over to. Site. Given by Jai Kumar Sir | 450 = | 00 |
| Rupees One Thousand Three hundred. | | |
| and fifty Rupees Only ——— | | |
| Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____ | 1350 = | 00 |

Prepared by

APPROVED BY
17 NOV 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

## DEBIT VOUCHER

Voucher No. ____________

A/c. ____________

Date : 17/11/25

Paid to Tanadava Krishna filling station

towards Reloding of ADBlue oil for New Furio vehicle TG10T5808

Rupees Four hundrend Rupees only -x-

| Rs. | Ps. |
|---|---|
| 400— | 00 |
| 400— | 00 |

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

m. Shelar
Prepared by

APPROVED BY
17 NOV 2025
Approved by
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature

TANADAVA KRISHNA FILLING STATION
BPCL Dealer
NH 16,Bhimadole(M),Ambarpet(V)
Eluru(Dist),A.P-534401
Phone No:-7036393333
Vehicle No:0000
Receipt No:000009
Date:15:11:25 Time:14:20

| | | |
|---|---|---|
| Item: | ADBLUE Diesel Exhaust Fluid | |
| Rate: | Rs. | 55.00 |
| Qty: | Ltr. | 7.272 |
| Amount: | Rs. | 400.00 |

| | |
|---|---|
| TaxblAmt:Rs. | 338.99 |
| CGST@09.00% Rs | 30.50 |
| SGST@09.00% Rs | 30.50 |

TOTAL: Rs. 400.00

GST No:-37GENPP5117L1Z1
Thank You
Happy Journey

## DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 17/11/25

| | | Rs. | Ps. |
|---|---|---|---|
| Paid to | M. Shelar | | |
| towards | miscellaneous charges Amount Paid at vizag steel for Police Person. | 150 — | 00 |
| Rupees | one hundrend and fifty Rupeesonly — X — | | |
| Paid by Cheque / Cash | Cheque No. Dated Drawn on Bank | | |
| | | 150 — | 00 |

M. Shelar
Prepared by

APPROVED BY
17 NOV 2025
Approved by
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature

## DEBIT VOUCHER

Voucher No. ______ Date : 17/11/25

A/c. ______

| Particulars | Rs. | Ps. |
|---|---|---|
| Paid to Airtel Payments Bank | 400 — | 00 |
| towards fastag Recharge of fusio vechicel | | |
| TG10T5808 | | |
| —X— | | |
| Rupees Four hundrend rupees only —X— | | |
| X | 400 — | 00 |

Paid by Cheque / Cash

Cheque No. ______ Dated ______ Drawn on Bank ______

APPROVED BY
17 NOV 2025
Approved by
G. JAI KUMAR
AGM-HR & Admin

M. Shekar
Prepared by

Receiver's Signature

पे FASTag Recharge successful
10:08 PM on 15 Nov 2025

**FASTag Recharge for**

Airtel Payments Bank NETC FASTag — ₹400
TG10T5808

Bill Details

| | |
|---|---|
| Customer Name : | GAURANG MODY |

Payment details

| | |
|---|---|
| Bill Amount | ₹400 |
| **Total Amount** | **₹400** |

Transaction ID
NB2511152208105200902763 2

Bharat Connect Transaction ID
PP015319BB3631PHQ901

Debited from
XXXXXX0521 ₹400
UTR: 685122728458

Powered by
UPI AXIS BANK

# DEBIT VOUCHER

Voucher No. ________ Date : 19/11/25

A/c. ________

| | Rs. | Ps. |
|---|---|---|
| Paid to Rapido charges (m-sheller) | | |
| towards Transportation charges I went to Ho from Green tower's for pick up Jcetho Vechicles As on date 19/11/25 | 56 — | 00 |
| Rupees Fifty six rupees only | | |

| Paid by Cheque / Cash | Cheque No. | Dated | Drawn on Bank | 56 — | 00 |
|---|---|---|---|---|---|

APPROVED BY
19 NOV 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by — Approved by — Receiver's Signature

Paytm

**Money Sent Successfully**

**₹56**

Rupees Fifty Six Only

To: Muthyala Kavitha

UPI ID: prasusri143@ibl

MK

From: Maddevoenollu Shekar

Hdfc Bank - 0521

9

UPI Ref No: 532341176464

12:32 PM, 19 Nov 2025

## DEBIT VOUCHER

MHSRC

Voucher No. ______

A/c. ______ Date : 19/11/25

| | Rs. | Ps. |
|---|---|---|
| Paid to Somanna - Showroom to Mallapur | | |
| towards Auto fare from ~~mattapur~~ Nagaram to Mallapur | 120 | |
| | | |
| | | |
| Rupees One Hundred twenty only | | |
| | | |
| Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank | 120 | |

APPROVED BY
19 NOV 2025
G. JAI KUMAR
AGM HR & Admin

Prepared by Approved by Receiver's Signature Y. Som

2:49

79%

# ← Details

## Auto Ride

18 Nov 2025 • 12:39 PM

₹120 (.est)

✓ Completed

Address details

Ride ID #RD17634497962945705

**9-114-35, Chakripuram Rd**
Bapuji Nagar Colony, Vijaya Puri Colony, Tarapuri Colony, Nagaram, Secunderabad, Telangana 500...

**117**
Nacharam - Mallapur Rd, New Narasimha Nagar, NTR Nagar, Mallapur, Secunderabad, Telangana 5...

21.1 mins • 8.9 kms (.est)

**Need help?**
We're a tap away

**RIDE SUMMARY**

| | |
|---|---|
| **Suggested Fare** | **₹120.0** |
| Total Fare | ₹120.0 |

Send receipt via Email

Rapido serves solely as a facilitator between you and independent Captains. The fare displayed is an estimate; the final fare is subject to mutual agreement. A tax invoice will not be provided for this trip. Please refer to the T&Cs for further details.

## DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 16-11-2025

| | Rs. | Ps. |
|---|---|---|
| Paid to Refreshment Allowance (G. Somanna) | | |
| towards went to vizag on 09-11-25 to 11-11-2025 for On duty goods Vehicle. | 450 — | |
| | 450 — | |
| Rupees Nine hundred and Eighty Rupees Only | 80 — | |
| Paid by Cheque/Cash — Cheque No. — Dated — Drawn on Bank | | |
| | 980=00 | |

APPROVED BY
17 NOV 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by Approved by Receiver's Signature Y.S

# DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 16-11-2025

| | Rs. | Ps. |
|---|---|---|
| Paid to Toll Charges (Y. Somanna) | | |
| towards went to Gov Sites on 02/11/25 | | |
| Given by Jai kumar Sir. | 70 = | 00 |
| Rupees Seventy Rupees Only | | |
| Paid by Cheque/Cash — Cheque No. — Dated — Drawn on Bank | 70 = | 00 |

Prepared by

APPROVED BY
17 NOV 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature Y. S

HMDA - HGCL - NORR

IRB Golconda Expressway Private Limited

GST NO. 36AAHCI1275P1Z2

| | | |
|---|---|---|
| Exit Plaza | : | Feesara (Exit-8) |
| Entry Plaza | : | Dindigal: Saragudem (Exit-05) |
| Transaction No. | : | 25100226420026 |
| Booth/ Operator No. | : | Lane W02/ 10000002 |
| Txn. Date | : | 02-Nov-2025 06:53:46 PM |
| Entry. Date | : | 02-Nov-2025 06:30:19 PM |
| Vehicle No. | : | TG08AE7171 |
| Vehicle Class | : | Cars/Jeep/Van |
| Type of Journey | : | Single Journey |
| Toll Fee | : | 70.00 |
| Penalty | : | 0.00 |
| **Total Amount** | : | **70.00** |
| Pmt Mode | : | Cash |

Thank You

Double User Fee Shall be charged in FASTag Lanes.

For any Emergency/ Assistance on ORR Please call 14449.

** WISH YOU SAFE and HAPPY JOURNEY **

## DEBIT VOUCHER

Voucher No. ____________

A/c. ____________________________ Date : 17-11-2025

| | Rs. | Ps. |
|---|---|---|
| Paid to Rapido Charges (Y. Somanna) | | |
| towards for Kushaiguda to H-O On 11-11-2025 | | |
| Given by Jai kumar Sir | 146 = | 00 |
| | | |
| Rupees One hundred and forty Six | | |
| Rupees Only | | |
| Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank | | |
| | 146 = | 00 |

APPROVED BY
17 NOV 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by

Approved by

Receiver's Signature Y. S

1:57 79%

# ← Details

## Bike Lite Ride

11 Nov 2025 • 02:26 PM

₹146

✓ Completed

Address details

Ride ID #RD17628513991313001

**Shop No, Dmart, 1**
Vasavi Siva Nagar, Road, Kushaiguda, Hyderabad, Secunderabad, Telangana 500062, India

**Soham Mansion**
Karbala Maidan, Rani Gunj, Hyderabad, Telangana 500003, India

39.6 mins • 15.2 kms

**Need help?**
We're a tap away

## INVOICE

| **Total Fare** | **₹146.0** |
|---|---|
| Ride Charge | ₹143.05 |
| Booking Fees & Convenience Charges | ₹17.95 |
| Discount | - ₹15.0 |

Send invoice via Email

## DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 16-11-2025

| Paid to Refreshment Allowance (G. Somanna) | Rs. | Ps. |
|---|---|---|
| towards went to vizag on 09-11-25 to | | |
| 11-11-2025 for On duty Goods | 450 — | |
| Vehicle. | 450 — | |
| Rupees Nine hundred and Eighty | 80 — | |
| Rupees Only | | |
| Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____ | 980=00 | |

APPROVED BY
17 NOV 2025
G. JAI KUMAR
AGM-HR & Admn

Prepared by Approved by Receiver's Signature G. S

## DEBIT VOUCHER

Voucher No. ______________

Date : 16-11-2025

A/c. ______________

| | Rs. | Ps. |
|---|---|---|
| Paid to Toll Charges (Y. Somanna) | | |
| towards went to Gov Sites on 02/11/25 | 70 = | 00 |
| Given by Jai kumar Sr. | | |
| Rupees Seventy Rupees Only | / | |
| Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank | 70 = | 00 |

APPROVED BY
17 NOV 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by

Approved by

Receiver's Signature Y. S

## DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 17-11-2025

| | Rs. | Ps. |
|---|---|---|
| Paid to Rapido Charges (Y. Somanna) | | |
| towards for Kushaiguda to H-O On 11-11-2025 Given by Jai kumar Sir | 146 = | 00 |
| Rupees One hundred and forty Six Rupees Only | | |
| Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____ | 146 = | 00 |

APPROVED BY
17 NOV 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by    Approved by    Receiver's Signature Y. S