

Weekly - Petty cash / expense card statement.

Name	E. Rasoo	Statement date	11/21/25	
Prepared by	Rasoo	Sign	Rasoo	
From period	To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount
1.	Amrnedpur Savare 801		Chennai Palki Vines, 6th visit	5004
2.			Train Ticket	
3.	11		Vines to Chakanay 6th visit	2786
4.				1600
5.	11		Food Allowance	280
6.	11		Mejra Charge	
7.				Y N
8.				Y N
9.				Y N
10. Total				9670
Amount to be credited by	Transfer to Happy card, Other.	Transfer to expense card, Accountant	Cash reimbursement, Promotion	Transfer to personal a/c.
Approved by:	Div. Manager (APPROVED)	Accountant	Accounts Manager	MD
Sign:				
Date:				

Notes: 1. Copy of this statement to be submitted before every Friday. 2. Original vouchers to be attached to this statement and sent to respective accountant by Monday. 3. Accountants to make payment on receipt of amount submitted on Saturday. 4. If original statement and vouchers of last week is not received within further payment and salary. 5. Employees 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			
Company/Firm	AMT2 MCFCIS SERVICE BOL PHT LTD		
Project			
Voucher No.			
Account head			
Paid to	INDIAN RAILWAYS		
Towards/description of work	CHARLAPALLY TO VIZAG, PRAIAS & BALIAN 28/11/25		
Location of work			
Amount in Rs.	5004/-		
Amount in words	five thousand four only		
Mode of payment			
	Cheque/trf No.	Date 1/12/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
U. M. P.	APPROVED BY E. PRASAD 01 DEC 2025		



Electronic Reservation Slip (ERS)-Normal User


Booked from
CHARLAPALLI (CHZ)

Start Date* 28-Nov-2025

Boarding At
CHARLAPALLI (CHZ)
Departure* 20:25 28-Nov-2025
To
DUVVADA (DVD)

Arrival* 09:25 29-Nov-2025

PNR
4749203052
Train No./Name
07027/CHZ BAM SPL
Class
THIRD AC (3A)
Quota
PREMIUM TATKAL (PT)
Distance
634 KM
Booking Date
27-Nov-2025 19:53:36 HRS
Passenger Details

#	Name	Age	Gender	Booking Status	Current Status
1.	ENAGANDULA PRASA	38	M	CNF/B4/57/LOWER	CNF/B4/57/LOWER
2.	SALMAN	32	M	CNF/B4/60/LOWER	CNF/B4/60/LOWER

Acronyms:

RLWL: REMOTE LOCATION WAITLIST

PQWL: POOLED QUOTA WAITLIST

RSWL: ROAD-SIDE WAITLIST

Transaction ID: 100006202983455

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


Payment Details

Ticket Fare	₹ 4,980.00
IRCTC Convenience Fee (Incl. of GST)	₹ 23.60
Travel Insurance Premium (Incl. of GST)	₹ 0.90
Total Fare (all inclusive)	₹ 5,004.50

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: PS25474920305211 Address: Indian Railways New Delhi

Supplier Information:

SAC Code: 996421 GSTIN: 07AAAGM0289C1ZL

Recipient Information:

GSTIN:	NA	Address:	
Name:	NA	Address:	
Taxable Value:	4736	CGST Amount:	0.0
CGST Rate:	2.5%		

DEBIT VOUCHER

Company/Firm	ANIL MENPOLIS SAWARO 801 PT LTD		
Project			
Voucher No.			
Account head			
Paid to	INDIAN RAILWAYS		
Towards/description of work	PRASAD SALMAN VILAS DUVVADA TO CHARLAPALLY 29/11/25		
Location of work			
Amount in Rs.	2786/-		
Amount in words	TWO THOUSAND SEVEN HUNDRED EIGHT SIX ONLY		
Mode of payment			
	Cheque/trf No.	Date 1/12/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
4 NW	<div style="text-align: center; border: 1px solid blue; padding: 5px; display: inline-block;"> APPROVED BY 01 DEC 2025 E. PRASAD MANAGER PROMOTION </div>		

Electronic Reservation Slip (ERS) - Normal User



Booked from

DUVVADA (DVD)
Start Date* 29-Nov-2025

Boarding At

DUVVADA (DVD)
Departure* 20:27 29-Nov-2025

To

CHARLAPALLI (CHZ)
Arrival* 06:45 30-Nov-2025

PNR

6761836065

Train No./Name

20811/VSKP NED SF

Class

THIRD AC (3A)

Quota

TATKAL (TQ)

Distance

667 KM

Booking Date

28-Nov-2025 10:04:14 HRS

Passenger Details

#	Name	Age	Gender	Booking Status	Current Status
1.	ENAGANDULA PRASA	38	M	CNF/B3/1/LOWER	CNF/B3/1/LOWER
2.	SALMAN	32	M	CNF/B3/4/LOWER	CNF/B3/4/LOWER

Acronyms:

RLWL: REMOTE LOCATION WAITLIST

PQWL: POOLED QUOTA WAITLIST

RSWL: ROAD-SIDE WAITLIST

Transaction ID: 100006203782003

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



Payment Details

Ticket Fare	₹ 2,750.00
IRCTC Convenience Fee (Incl. of GST)	₹ 35.40
Travel Insurance Premium (Incl. of GST)	₹ 0.90
Total Fare (all inclusive)	₹ 2,786.30

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: PS25676183606511 Address: Indian Railways New Delhi

Supplier Information:

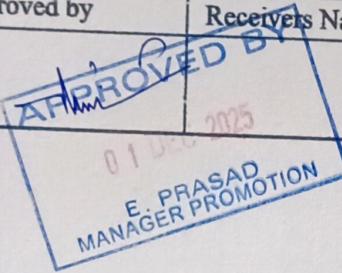
SAC Code: 996421 GSTIN: 07AAAGM0289C1ZL

Recipient Information:

GSTIN:	NA	Address:	
Name:	NA	Address:	
Taxable Value:	2616	CGST Amount:	0.0
CGST Rate:	2.5%		

DEBIT VOUCHER

Company/Firm	ATM2 MEMPHIS SOFTWARE 801 PVT LTD		
Project			
Voucher No.			
Account head			
Paid to	Food allowance		
Towards/description of work	STC VISA		
Location of work	Food allowance Padasa SICMAN VISA		
Amount in Rs.	1600/-		
Amount in words	One Thousand Six Hundred Only		
Mode of payment			
	Cheque/trf No.	Date 1/12/2025	Rank
Prepared by	Approved by	Receivers Name	Receivers Signature
YHWM			



DEBIT VOUCHER

Company/Firm	ARTE MEDICALS SAVANAE 801 PR 140		
Project			
Voucher No.			
Account head			
Paid to	Auto enterprise		
Towards/description of work	28/11/25 20/11/25 Auto enterprise demands CHARLAPALY UPS down		
Location of work			
Amount in Rs.	280/-		
Amount in words	Two hundred Eighty only		
Mode of payment			
	Cheque/trf No.	Date 1/12/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
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