

Weekly - Petty cash /expense card statement.

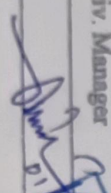

Name		E. Prasad		Statement date		11/12/25	
Prepared by		Prasad		Sign		Prasad	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	Prasad's Salary 801		CHARAPURU Vengal Sika Vika	5004	Y N	Y N	
2.			Prasad Ticket		Y N	Y N	
3.			Vengal to CHARAPURU Sika Vika	2786	Y N	Y N	
4.					Y N	Y N	
5.			Food allowance	1600	Y N	Y N	
6.			Prasad Charge	280	Y N	Y N	
7.					Y N	Y N	
8.					Y N	Y N	
9.					Y N	Y N	
10.	Total			9670			
Amount to be credited by		Transfer to Happy card, Transfer to expense card, Other.		Cash reimbursement, Transfer to personal a/c.			
Approved by:		Div. Manager		Accounts Manager		MD	
Sign:							
Date:							

Photo: 1. Examined 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 as recognized of amount 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. MD approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER			
Company/Firm	AMTZ MICROBUS SERVICE BOI BTL HD		
Project			
Voucher No.			
Account head			
Paid to	INDIAN RAILWAYS		
Towards/description of work	CHAKRAPALLY TO VIZAG, PRASAD & SALMAN 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
G. H. M. N.	 <div data-bbox="548 840 898 1062" data-label="Text"> <p>APPROVED BY</p> <p>01 DEC 2025</p> <p>E. PRASAD MANAGER PROMOTION</p> </div>		

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

Name: NA

Address:

Taxable Value: 4736

CGST Rate: 2.5%

CGST Amount: 0.0

DEBIT VOUCHER

Company/Firm	ANIL MENPOLIS SQUARE 801 PRT LTD		
Project			
Voucher No.			
Account head			
Paid to	INDIAN RAILWAYS		
Towards/description of work	PRASAD SALMAN		
Location of work	VIJAY DUNVADA TO CHARLAPALLY 29/11/25		
Amount in Rs.	2786/-		
Amount in words	Two thousands Seven hundred Eighty Six only		
Mode of payment			
	Cheque/trf No.	Date 1/12/25	Rank
Prepared by	Approved by	Receivers Name	Receivers Signature
CPM/KR			

APPROVED BY
 01 DEC 2025
 E. PRASAD
 MANAGER PROMOTION

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

Quota

TATKAL (TQ)

Train No./Name

20811/VSKP NED SF

Distance

667 KM

Class

THIRD AC (3A)

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

Name: NA

Taxable Value: 2616

CGST Rate: 2.5%

Address:

CGST Amount: 0.0

DEBIT VOUCHER

Company/Firm	ATM2 MEMBUS Solvare 801 PR 150		
Project			
Voucher No.			
Account head			
Paid to	Food allowance		
Towards/description of work	Sikr vrt		
Location of work	Food allowance PRASAD SULTAN VERAY		
Amount in Rs.	1600/-		
Amount in words	One thousand Six Hundred Only		
Mode of payment			
	Cheque/trf No.	Date 1/12/25	Rank
Prepared by	Approved by	Receivers Name	Receivers Signature
YHWH			

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DEBIT VOUCHER

Company/Firm	ARTIZ MEDICALS SANGRE 801 P. 11/12		
Project			
Voucher No.			
Account head			
Paid to	ARTIZ MEDICALS		
Towards/description of work	28/11/25 to 29/11/25		
Location of work	ARTIZ MEDICALS Home to CHARLAPALLY VPS DAWN		
Amount in Rs.	280/-		
Amount in words	Two Hundred Eighty Only		
Mode of payment			
	Cheque/trf No.	Date 11/12/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad			

APPROVED BY
01 DEC 2025
E. PRASAD
MANAGER PROMOTION