

**Weekly - Petty cash / expense card statement**

Name		R. S. Satlinay		Statement date		05/12/2025	
Prepared by		Satlinay		Sign		Satlinay	
From period		28/11/2025		To period		30/11/2025	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	Ans - 4554	Ans - 4554	Train ticket from CH2 to DVD	2,775	Y N	Y	N
2.					Y N	Y	N
3.	Ans - 4554	Ans - 4554	Transportation charges from home to CH2 & DVD to from CH2 to home	350	Y N	Y	N
4.					Y N	Y	N
5.			DVD station, Chappal station to home		Y N	Y	N
6.					Y N	Y	N
7.	Ans - 4554	Ans - 4554	Food Allowance 3 days	1200	Y N	Y	N
8.					Y N	Y	N
9.					Y N	Y	N
10.	Total			4,325	£/-		
Amount to be credited by				Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.			
Approved by:		Div. Manager	Accountant	Accounts Manager	MD		
Sign:							

Notes: 1. Scrapped copy of this statement to be submitted by 10.00 am. 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 or Sunday. 4. Manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

**APPROVED BY**  
S. SUNIL KUMAR (A.C)  
Asst Project Manager (A.C)

**APPROVED BY**  
05 DEC 2025  
S. SUNIL KUMAR (A.C)  
Asst Project Manager (A.C)




DEBIT VOUCHER			
Company/Firm	Ans-4554		
Project	Ans-4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Train ticket expense, from Cherapally station to Ouvada (Vizag)		
Location of work	GC-check payable		
Amount in Rs.	2,775		
Amount in words	Two thousand seven hundred seventy five Rupees only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Saikiran (Q.C)	SK		

**APPROVED BY**  
**05 DEC 2025**  
**S. SUNIL KUMAR**  
**Asst Project Manager (Q.C)**




# DEBIT VOUCHER

Company/Firm	Ans - 4554		
Project	Ans - 4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	towards, transportation charges from home to station (Cherpally) & onwards to room.		
Location of work	QC-check purpose.		
Amount in Rs.	350 ₹/-		
Amount in words	Three hundred fifty Rupees only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Saikiran (QC)			

**APPROVED BY**  
**05 DEC 2025**  
**S. SUNIL KUMAR**  
**Asst Project Manager (Q.C)**



DEBIT VOUCHER			
Company/Firm	Ans - 4554		
Project	Ans - 4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	toward food Allowances for 3 days of AMT & etc.		
Location of work	get check at AMT & etc.		
Amount in Rs.	1200 ₹/-		
Amount in words	Twelve hundred Rupees only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Sarkar (oc)			

**APPROVED BY**  
**05 DEC 2025**  
**S. SUNIL KUMAR**  
**Asst Project Manager (Q.C)**



# Electronic Reservation Slip (ERS)-Normal User



International Year  
of Cooperatives



Booked from

CHARLAPALLI (CHZ)

Start Date\* 27-Nov-2025

Boarding At

CHARLAPALLI (CHZ)

Departure\* 21:30 27-Nov-2025

To

DUVVADA (DVD)

Arrival\* 08:35 28-Nov-2025

PNR

4229152426

Train No./Name

20812/NED VSKP SF EXP

Class

THIRD AC (3A)

Quota

TATKAL (TQ)

Distance

667 KM

Booking Date

26-Nov-2025 11:07:04 HRS

## Passenger Details

#	Name	Age	Gender	Booking Status	Current Status
1.	RANGIAH SHEKAR <i>Sai Kiran</i>	26	M	CNF/B4/11/UPPER	CNF/B4/11/UPPER
2.	SUNIL	45	M	CNF/B4/10/MIDDLE	CNF/B4/10/MIDDLE

Acronyms:

RLWL: REMOTE LOCATION WAITLIST

PQWL: POOLED QUOTA WAITLIST

RSWL: ROAD-SIDE WAITLIST

Transaction ID: 100006199780293

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

## Payment Details

Ticket Fare	₹ 2,750.00
IRCTC Convenience Fee (Incl. of GST)	₹ 23.60
Travel Insurance Premium (Incl. of GST)	₹ 0.90
Total Fare (all inclusive)	₹ 2,774.50

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:	PS25422915242611	Address:	Indian Railways New Delhi
Supplier Information:			
SAC Code:	996421	GSTIN:	07AAAGM0289C12L
Recipient Information:			
GSTIN:	NA		
Name:	NA	Address:	
Taxable Value:	2616		
CGST Rate:	2.5%	CGST Amount:	0.0