

Weekly - Petty cash / expense card statement.

Name	R. S. Jainay	Statement date	05/12/2025
Prepared by	Sai kiran	Sign	<i>Sai kiran</i>
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 tickets from PMB to DUD	2,775	Y N	Y N
2.						
3.	Ans - 4554	Ans - 4554	Handpolding charges from home to 142 & DUD to room & room to DUD station, Chennalpalli station to home	350	Y N	Y N
4.						
5.						
6.						
7.	Ans - 4554	Ans - 4554	Food Allowance 3 days	1200	Y N	Y N
8.						
9.						
10.	Total			4,325 ₹/-		

Amount to be credited by

Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.

Other:

Approved by:

Div. Manager

Accountant

MD

Sign:

APPROVED BY

Accounts Manager

Notes: 1. Certified copy of this statement to be submitted to MD by day 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of statement on Saturday. 4. 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. Divisional Head and Accountant approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

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

05 DEC 2025

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

DEBIT VOUCHER

Company/Firm	Ans - 4554		
Project	Ans - 4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Train ticket expense, from Cherappalli station, to Devada (Vizag)		
Location of work	SC - check purpose		
Amount in Rs.	2,275		
Amount in words	Two thousand Seven hundred Seventy Five Rupees only		
Mode of payment			
Prepared by	Approved by	Receivers Name	Receivers Signature
Sakiray (Q.C)	SK		



DEBIT VOUCHER

Company/Firm	Amg - 4554		
Project	Amg - 4554		
Voucher No.			
Account head			
Paid to			
Towards/description of work	towards, Transportation charges from home to Meling (Chapoli) & Duvada to home.		
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
Sai kiran (Q.C)	SK		

APPROVED BY
05 DEC 2025
 Asst 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 & AMT 2 1/2.		
Location of work	On site		
Amount in Rs.	1200 8/-		
Amount in words	Twelve hundred Rupees only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Sarkar (ee)	<i>SK</i>		



Electronic Reservation Slip (ERS)-Normal User



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.	RANGAIAH SHEKAR	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

RSQL: 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: 07AAAGM0289C1ZL

Recipient Information:

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