


Weekly - Petty cash/expense card statement.

Name	Senthiran (De)		Statement date	24/12/2025		
Prepared by	Senthiran (De)		Sign	Deu		
From period	10/12/2025		To period	12/12/2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMT 2 (Vizag)	AMS-45594 Jol	Travel expenses	2,825/-	Y N	Y N
2.					Y N	Y N
3.	AMS (Vizag)	AMS - Jol	Travel Allowances	350/-	Y N	Y N
4.					Y N	Y N
5.	AMS (Jol)	AMS - Jol	Food Allowances.	1600/-	Y N	Y N
6.					Y N	Y N
7.					Y N	Y N
8.					Y N	Y N
9.					Y N	Y N
10.	Total			4,775	8/-	
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: SK			SK			
Date:						


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

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Notes: 1. Scanned copy of this statement to be submitted to the Accounts Manager by Monday. 3. Accountants to make payment on receipt 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			
Company/Firm	Am1 - 202		
Project	Am1 - 202		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Towards travel expense from Vijay (DVD) to HYD by (train tickets)		
Location of work			
Amount in Rs.	2,825		
Amount in words	Two thousand eight hundred twenty five Rupees only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Seetha (ac)			

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

DEBIT VOUCHER			
Company/Firm	Ans - 22		
Project	Ans - 22		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Towards transportation charges from home to station & from station to home		
Location of work			
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
Sarkar (ae)			

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DEBIT VOUCHER			
Company/Firm	AMTE (VJag)		
Project	Ans - 702		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Food allowances at Ans - 702 (Qc check) 3 days		
Location of work			
Amount in Rs.	1600 ET		
Amount in words	one thousand six hundred Rupees.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
R.S. Sarkar (Qc)			

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

Electronic Reservation Slip (ERS)-Normal User



Booked from

DUVVADA (DVD)

Start Date* 11-Dec-2025

Boarding At

DUVVADA (DVD)

Departure* 19:07 11-Dec-2025

To

KACHEGUDA (KCG)

Arrival* 06:45 12-Dec-2025

PNR

6162412095

Quota

TATKAL (TQ)

Train No./Name

12861/VSKP MBNR SF

Distance

686 KM

Class

THIRD AC (3A)

Booking Date

10-Dec-2025 10:23:10 HRS

Passenger Details

#	Name	Age	Gender	Booking Status	Current Status
1.	SAKIRAN RANGAIA	26	M	CNF/B3/2/MIDDLE	CNF/B3/2/MIDDLE
2.	SUNIL	46	M	CNF/B3/1/LOWER	CNF/B3/1/LOWER

Acronyms:

RLWL: REMOTE LOCATION WAITLIST

PQWL: POOLED QUOTA WAITLIST

RSWL: ROAD-SIDE WAITLIST

Transaction ID: 100006230366151

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

Payment Details

Ticket Fare

₹ 2,800.00

IRCTC Convenience Fee (Incl. of GST)

₹ 23.60

Travel Insurance Premium (Incl. of GST)

₹ 0.90

Total Fare (all inclusive)

₹ 2,824.50

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: PS25616241209511

Address:

Indian Railways New Delhi

Supplier Information:

SAC Code: 996421

GSTIN:

07AAAGM0289C1ZL

Recipient Information:

GSTIN: NA

Name: NA

Address:

Taxable Value: 2660

CGST Rate: 2.5%

CGST Amount:

0.0