

Weekly - Petty cash / expense card statement.

Name	Section (Q.C)	Statement date	24/12/2025
Prepared by	Sign	Suresh	
From period	10/12/2025	To period	12/12/2025
Sl No	Debit to company	Debit to project	Description of expense
1.	Amr 2 (virog)	Amr - 4554 & 302	Travel expenses
2.			
3.	Amr (virog)	Amr - 302	Food Allowances.
4.			
5.	Amr (901)	Amr - 902	
6.			
7.			
8.			
9.			
10.	Total		4,775 ₹
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	Accounts Manager
Sign:	S.K		MD
Date:			

**APPROVED BY**  
 Note: Scanned copy of this statement to be submitted 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.

24 DEC 2025

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

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Asst Project Manager (Q.C.)

DEBIT VOUCHER			
Company/Firm	Ans - A02		
Project	Ans - A02		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Towards travel expense from Vizag (DVD) to ATD 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
Sejal (ae)			



**DEBIT VOUCHER**

Company/Firm	AMS - 72		
Project	AMS - 72		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Towards transportation charges from house to station & room to station, 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
S. Kumar (Ae)	SK		



DEBIT VOUCHER			
Company/Firm	AMTE (Vijay)		
Project	Ans - 702		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Food allowances at Ans - 702 (ac check) 3days		
Location of work			
Amount in Rs.	1600/-		
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.B. Sekhri (Ac)			



## 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**

**Train No./Name**

**12861/VSKP MBNR SF**

**Class**

**THIRD AC (3A)**

**Quota**

TATKAL (TQ)

**Distance**

686 KM

**Booking Date**

10-Dec-2025 10:23:10 HRS

**Passenger Details**

#	Name	Age	Gender	Booking Status
1.	SAIKIRAN RANGAIA	26	M	CNF/B3/2/MIDDLE
2.	SUNIL	46	M	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	Address:	
Name:	NA	Address:	
Taxable Value:	2660	CGST Amount:	0.0
CGST Rate:	2.5%		