

Weekly - Petty cash /expense card statement.

Scan ID ?

Name	Naveen.G		Statement date	23.10.2025		
prepared by	Naveen.G		Sign			
From period	23.10.2025		To period	31.12.2025		
Sl No	Debit to company	Debit to project	Description of expenses	Amount	Bill enclosed	GST bill
1.	NRK	NRK	Uber chargers-	1250	Y	
2.	NRK	NRK	Uber chargers-	1389	Y	
3.	NRK	NRK	Uber chargers-	982	Y	
4.	NRK	NRK	Uber chargers-	569	Y	
5.	NRK	NRK	Uber chargers-	889	Y	
		Total		5,079/-		
Amount to be credited by			<input type="checkbox"/> Transfer to Happay card, <input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c. <input type="checkbox"/> Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD		
Sign:						
Date:						

Notes: 1. Scanned copy of this statement to be submitted before every Friday 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 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	NRK		
Project	NRK		
Voucher no.	01		
Account head			
Paid to	Uber		
Towards/description of work	Releasing of property from SRO, shameerpet, keesara & Kapra		
Location of work			
Period	From: 23-10-2025	To: 31-12-2025	
Amount in Rs.	5,079/-		
Amount in words	Five Thousand seventy nine only		
Mode of payment	Cheque/trf no.	Date	Bank
		31-12-2025	
Prepared by	Approved by	Receivers name	Receivers signature
Naveen G		Naveen G .	

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.



Oct 23, 2025
02:52 am

Thanks for riding, Mahender

We hope you enjoyed your ride this afternoon.

Total

₹1250

Suggested fare

₹1250

Payments



Cash

23/10/25 04:25 pm

₹1250

This receipt reflects the suggested fare (excluding GST) and is not a tax invoice but it can be used for official reimbursement purposes. No GST is being recovered by Uber from the riders on this trip. Uber does not provide transport services; Uber does not provide transport services; Issued on behalf of EVEREST FLEET PRIVATE LIMITED

Trip details



Uber Go

38.00 kilometres, 71 minutes

License Plate:

TS09UD9632



03:10 pm

Shameerpet S.R.O, Telangana 500078,
India



4:25 pm

Somajiguda, Hyderabad 500013, India.

You rode with sanjeev

4.15 ★

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Uber

Oct 23, 2025
10:32 am

Thanks for riding, Mahender

We hope you enjoyed your ride this morning.

Total

₹1389.5

2

Suggested fare

₹1389.52

Payments



Cash

₹1389.5

2

23/10/25 12:01 pm

This receipt reflects the suggested fare (excluding GST) and is not a tax invoice but it can be used for official reimbursement purposes. No GST is being recovered by Uber from the riders on this trip. Uber does not provide transport services; Uber does not provide transport services; Issued on behalf of EVEREST FLEET PRIVATE LIMITED

Trip details



Uber Go

38.00 kilometres, 72 minutes

License Plate:
TS10TD9658



10:09 am
Somajiguda,hyderabad 500013,India

12:01 pm
Shameerpet S.R.O,Telangana 500078, India

You rode with MARKANTI

4.69 ★

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Thanks for riding, ANIL

We hope you enjoyed your ride this morning.

Total

₹982.64

Suggested fare

₹982.64

Payments



Cash

11/12/25 6:40 pm

₹982.64

This receipt reflects the suggested fare (excluding GST) and is not a tax invoice but it can be used for official reimbursement purposes. No GST is being recovered by Uber from the riders on this trip. Uber does not provide transport services; Uber does not provide transport services; Issued on behalf of EVEREST FLEET PRIVATE LIMITED

Trip details



Uber Go

28.00 kilometres, 51 minutes

License Plate:

TS10AD9634



05:32 pm

Keesara S.R.O, Telangana 500081, India



6:36 pm

Somajiguda,hyderabad 500013,India

You rode with MAHESH

4.14 ★

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Thanks for riding, ANIL

We hope you enjoyed your ride this morning.

Total

₹569.64

Suggested fare

₹569.64

Payments



Cash

11/12/25 04:01 pm

₹569.64

This receipt reflects the suggested fare (excluding GST) and is not a tax invoice but it can be used for official reimbursement purposes. No GST is being recovered by Uber from the riders on this trip. Uber does not provide transport services; Uber does not provide transport services; Issued on behalf of EVEREST FLEET PRIVATE LIMITED

Trip details



Uber Go

18.00 kilometres, 21 minutes

License Plate:

TS10UD1161



02:52 pm

Keesara S.R.O, Telangana 500081, India

4:01 pm

Kapra S.R.O, Hyderabad,

Telangana500013,India

You rode with MADHUKAR

3.99 ★

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Thanks for riding, ANIL

We hope you enjoyed your ride this morning.

Total

₹889.52

Suggested fare

₹889.52

Payments



Cash

11/12/25 11:01 am

₹889.52

This receipt reflects the suggested fare (excluding GST) and is not a tax invoice but it can be used for official reimbursement purposes. No GST is being recovered by Uber from the riders on this trip. Uber does not provide transport services; Uber does not provide transport services; Issued on behalf of EVEREST FLEET PRIVATE LIMITED

Trip details



Uber Go

28.00 kilometres, 51 minutes

License Plate:
TS09UD4967



10:09 am
Somajiguda,hyderabad 500013,India

11:01 am
Keesara S.R.O,Telangana 500081, India

You rode with MARKANTI

4.69 ★

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