

Weekly - Petty cash /expense card statement.

Govinda

Name	G JAI KUMAR		Statement date	09-01-2026						
Prepared by	JAI KUMAR		Sign							
From period	01-01-2026		To period	09-01-2026						
SI No	Debit to company	Debit to project	Description of expense			Amount	Bill enclosed	GST bill		
1.	AMS4554	AMS4554	BUS TICKETS TO Anantha krishna TO AMTZ			1,334/-	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
2.	AMS4554	AMS4554	BUS TICKETS TO AMTZ TO HYD Anantha krishna			1,439/-	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
3.	AMS4554	AMS4554	FOOD ALLOWANCE previous trip			800/-	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
4.			Food allowance 05-01-2026 to anantha krishna			480/-	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
5.			Pay to expense card Jai kumar <i>A.</i>				<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
6.							<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
7.							<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
8.							<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
9.							<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
10.							<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
11.							<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Y	<input type="checkbox"/> N
					Total:	4,053/-				
Amount to be credited by	<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:										



DEBIT VOUCHER

AMTZ 4554

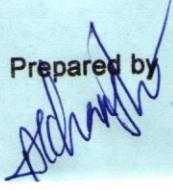
Voucher No. _____

Date: 09/01/26

A/c. _____

Paid to	Rs.	Ps.
IRCTC (Anantha Krishnan)		
towards Travelling charges & Visakhapatnam, 2 Hyderabad. [Anantha Krishna]	1,439	05
04/01/26		
Rupees one thousand four hundred thirty-nine.		
Paid by Cheque Cash	Cheque No. _____	Dated _____
		Drawn on Bank _____
		1,439 05

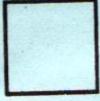
Prepared by



Approved by



Receiver's Signature



Electronic Reservation Slip (ERS)-Normal User



Booked from

DUVVADA (DVD)

Start Date* 05-Jan-2026

Boarding At

DUVVADA (DVD)

Departure* N.A.

To

KACHEGUDA (KCG)

Arrival* N.A.

CHECK TIMINGS BEFORE BOARDING

PNR	Train No./Name	Class
6763545463	12861/VSKP MBNR SF	THIRD AC (3A)
Quota	Distance	Booking Date
TATKAL (TQ)	686 KM	04-Jan-2026 10:41:11 HRS

Passenger Details

#	Name	Age	Gender	Booking Status	Current Status
1.	KARANAM ANANTHAK	30	M	CNF/B4/6/UPPER	CNF/B4/6/UPPER

Acronyms:

RLWL: REMOTE LOCATION WAITLIST

PQWL: POOLED QUOTA WAITLIST

RSWL: ROAD-SIDE WAITLIST

Transaction ID: 100006284379368

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

Payment Details

Ticket Fare	₹ 1,415.00
IRCTC Convenience Fee (Incl. of GST)	₹ 23.60
Travel Insurance Premium (Incl. of GST)	₹ 0.45
Total Fare (all inclusive)	₹ 1,439.05

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: PS26676354546311 Address: Indian Railways New Delhi

Supplier Information:

SAC Code: 996421 GSTIN: 07AAAGM0289C1ZL

Recipient Information:

GSTIN:	NA	Address:	
Name:	NA		
Taxable Value:	1344		
CGST Rate:	2.5%	CGST Amount:	0.0

SGST/UGST Rate:	NA	SGST/UGST Amount:	NA
IGST Rate:	5.0%	IGST Amount:	67.2
Total Tax:	67.2		
Place of Supply: Andhra Pradesh (37)	State Name/Code of Supplier: Delhi/DL		

Place of Supply: Andhra Pradesh (37) State Name/Code of Supplier: Delhi/DL

INSTRUCTIONS:

1. Prescribed Original ID proofs are:- Voter Identity Card / Passport / PAN Card / Driving License / Photo ID card issued by Central / State Govt. / Public Sector Undertakings of State / Central Government ,District Administrations , Municipal bodies and Panchayat Administrations which are having serial number / Student Identity Card with photograph issued by recognized School or College for their students / Nationalized Bank Passbook with photograph /Credit Cards issued by Banks with laminated photograph/Unique Identification Card "Aadhaar", m-Aadhaar, e-Aadhaar. /Passenger showing the Aadhaar/Driving Licence from the "Issued Document" section by logging into his/her DigiLocker account considered as valid proof of identity. (Documents uploaded by the user i.e. the document in "Uploaded Document" section will not be considered as a valid proof of identity).
2. PNRs having fully waitlisted status will be dropped and automatic refund of the ticket amount after deducting the applicable CLERKAGE by Railway shall be credited to the account used for payment for booking of the ticket. Passengers having fully waitlisted e-ticket are not allowed to board the train. However, the names of PARTIALLY waitlisted/confirmed and RAC ticket passenger will appear in the chart.
3. A clerkage charge of Rs.60 per passenger plus GST for AC Classes and Rs.60 per passenger for Non AC classes will be deducted if the ticket remains Waitlisted at the time of Cancellation/Charting.
4. Passengers travelling on a fully waitlisted e-ticket will be treated as Ticketless.
5. Obtain certificate from the TTE /Conductor in case of (a) PARTIALLY waitlisted e-ticket when LESS NO. OF PASSENGERS travel, (b)A.C FAILURE, (c) TRAVEL IN LOWER CLASS. This original certificate must be sent to GGM (IT), IRCTC, Internet Ticketing Centre, 2nd Floor, Tower-D, World Trade Centre, Nauroji Nagar, New Delhi- 110029, after filing TDR online within prescribed time for claiming refund.
6. In case, on a party e-ticket or a family e-ticket issued for travel of more than one passenger, some passengers have confirmed reservation and others are on RAC or waiting list, full refund of fare, less clerkage, shall be admissible for confirmed passengers also subject to the condition that the ticket shall be cancelled online or online TDR shall be filed for all the passengers upto thirty minutes before the scheduled departure of the train.
7. In case train is late more than 3 hours, refund is admissible as per railway refund rules only when TDR is filed by the user before the actual departure of the train at boarding station and passenger has not travelled.
8. In case of train cancellation on its entire run, full refund is granted automatically by the system. However, if the train is cancelled partially on its run or diverted and not touching boarding/destination station, passengers are required to file online TDR within 72 hours of scheduled departure of the train from passengers boarding station.
9. Never purchase e-ticket from unauthorized agents or persons using their personal IDs for commercial purposes. Such tickets are liable to be cancelled and forfeited without any refund of money, under section (143) of the Indian Railway Act 1989. List of authorized agents are available on www.irctc.co.in in under 'Find NGet Agents' option.
10. For detail, Rules, Refund rules, Terms & Conditions of E-Ticketing services, Travel Insurance facility etc. Please visit www.irctc.co.in
11. While booking this ticket, you have agreed of having read the Health Protocol of Destination State of your travel. You are again advised to clearly read the Health Protocol advisory of destination state before start of your travel and follow them properly.
12. The FIR forms are available with on board ticket checking staff, train guard and train escorting RPF/GRP staff.
13. Variety of meals available in more than 1500 trains. For delivery of meal of your choice on your seat log on to www.ecatering.irctc.co.in or call 1323 Toll Free. For any suggestions/complaints related to Catering services, contact Toll Free No. 1800-111-321 (07.00 hrs to 22.00 hrs)
14. National Consumer Helpline (NCH) Toll Free Number: 1800-11-400 or 14404
15. You can book unreserved ticket from UTS APP or ATVMs (Automatic Ticket Vending Machines) located in Railway Stations.
16. As per RBI guidelines, the refund of Ticket should be given in the same Bank account, which was used for booking. It is necessary that the Bank Account used for booking online ticket should not be closed at least up to 30 days beyond the date of the journey. If accounts are found closed at the time of processing refund, the refund will be regretted by the Bank.

Customer Care:

- For e-ticket booking, cancellation and refund assistance, please contact us at <https://equery.irctc.co.in> or call us at 14646 / 08044647999 / 08035734999 (24*7 Hrs ; Language: Hindi or English).
- For Railway Enquiries as well as for giving suggestions/filing complaints on Rail Madad, please contact us at 139 or SMS RAIL to 139.
- For e-catering , to book and get food delivered on your train berth , please contact us at 1323 (24*7 Hrs Toll Free) or log on to www.ecatering.irctc.co.in.

Electronic Reservation Slip (ERS)-Normal User



Booked from

CHARLAPALLI (CHZ)

Start Date* 04-Jan-2026

Boarding At

CHARLAPALLI (CHZ)

Departure* N.A.

To

DUVVADA (DVD)

Arrival* N.A.

CHECK TIMINGS BEFORE BOARDING

PNR	Train No./Name	Class
4851118605	20812/NED VSKP SF EXP	THIRD AC ECONOMY (3E)
Quota	Distance	Booking Date
TATKAL (TQ)	667 KM	03-Jan-2026 14:22:16 HRS

Passenger Details

#	Name	Age	Gender	Booking Status	Current Status
1.	KARANAM ANANTHAK	30	M	CNF/M1/14/UPPER	CNF/M1/14/UPPER

Acronym:

RLWL: REMOTE LOCATION WAITLIST

PQWL: POOLED QUOTA WAITLIST

RSWL: ROAD-SIDE WAITLIST

Transaction ID: 100006282853797

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

Payment Details

Ticket Fare	₹ 1,310.00
IRCTC Convenience Fee (Incl. of GST)	₹ 23.60
Travel Insurance Premium (Incl. of GST)	₹ 0.45
Total Fare (all inclusive)	₹ 1,334.05

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: PS26485111860511 Address: Indian Railways New Delhi

Supplier Information:

SAC Code: 996421 GSTIN: 07AAAGM0289C1ZL

Recipient Information:

GSTIN: NA Address:

Name: NA

Taxable Value: 1247

DEBIT VOUCHER

AMT 2 US\$4

*Transf to
Expense Card*

Voucher No. _____

Date : 03/11/26

A/c. _____

	Rs.	Ps.
Paid to <i>Anantha Krishnan</i> towards food Allowance for Anantha Krishna (site visit Visakhapatnam)	800	
Rupees <i>Eight Hundred only</i>		

Paid

Paid by Cheque
Cash

APPROVED BY

Cheque No.	
05 JAN 2026	
G. JAI KUMAR AGM-HR & Admin	

Dated

Drawn on Bank

800

Prepared by

Approved by

Receiver's Signature



Transaction Successful

02:05 pm on 3 Jan 2026

Paid to



KARANAM ANANTHA KRIS... ₹800
ananthakrishna489@oksbi

Sent to : **G Pay** • ananthakrishna489@oksbi



Payment Details



Transaction ID

T2601031405318445527477



Debited from



XXXXXXXXXXXX9218

₹800

UTR: 419024242787

