

EXPENSE REIMBURSEMENT FORM

Employee Name: Monika
 ID: DC02117
 Manager Name: Vivek Saxena
 Department: Nephrology

Expense Period
 From: 22/6/23
 To: 24/6/23

Itemized Expenses

DATE	PARTICULARS	DESCRIPTION	COST
22/6/23	Home to Railway station	Railway station	50
22/6/23	Auto expense	Lalitpur to Agra	212
22/6/23	Train ticket	Railway station to Bus stand	120
23/6/23	Auto	Agra to Aligarh	131
23/6/23	Bus	Bus stand to Hotel	50
23/6/23	(Hotel) Auto	Hotel to Bus stand	50
24/6/23	(Bus stand) Auto	Aligarh to Agra	131
24/6/23	Bus	Agra to Lalitpur	50
24/6/23	Auto	Agra to Lalitpur	206
24/6/23	Train	Railway station to Home	50
25/6/23	Train	Home to Lalitpur	80
Total Cost			1,130
Less: Advance recd.			
Total Reimbursement			

*Note: In case of Local Travelling Expense, please attach the travelling details in the prescribed Annexure-A.

Employee Signature

Monika

Authorized Signature

Date

30/6/23

Date



Booked from

Boarding At

To

AGRA CANTT (AGC)

AGRA CANTT (AGC)

V LAKSHMIBAIHS (VLI)

Start Date * 24-Jun-2023

Departure * 19:45 24-Jun-2023

Arrival * 22:50 24-Jun-2023

PNR	Train No./Name	Class
2625423535	12162/LASHKAR EXP	SLEEPER CLASS (SL)
Quota	Distance	Booking Date
GENERAL (GN)	216 KM	24-Jun-2023 18:09:54 HRS

Passenger Details

#	Name	Age	Gender	Booking Status	Current Status
1.	SANJAY CHOUDHERY	25	M	CNF/S7/9/LOWER	CNF/S7/9/LOWER
2.	MONIKA	24	F	CNF/S7/12/LOWER	CNF/S7/12/LOWER

Acronym:

RLWL: REMOTE LOCATION WAITLIST

PQWL: POOLED QUOTA WAITLIST

RSWL: ROAD-SIDE WAITLIST

Transaction ID: 100004260544733

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

Payment Details

Ticket Fare	₹ 400.00
IRCTC Convenience Fee (Incl. of GST)	₹ 11.80
Travel Insurance Premium (Incl. of GST)	₹ 0.70
Total Fare (all inclusive)	₹ 412.50

PG Charges as applicable (Additional)



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: PS23262542353511 Address: Indian Railways New Delhi

Supplier Information:

IAC Code: 996421 GSTIN: 07AAAGM0289C1ZL

Recipient Information:

GSTIN: NA
 Name: NA Address:
 Taxable Value: 394
 GST Rate: 2.5% CGST Amount: 0.0
 SGST/UGST Rate: NA SGST/UGST Amount: NA
 IGST Rate: 5.0% IGST Amount: 0.0



75 Azadi Ka Amrit Mahotsav

To
AGRA CANTT (AGC)
Arrival* 01:25 23-Jun-2023

Boarding At
V LAKSHMIBAIJHS (VGLJ)
Departure* 22:43 22-Jun-2023

Booked from
V LAKSHMIBAIJHS (VGLJ)
Start Date* 22-Jun-2023

Class
SLEEPER CLASS (SL)
Booking Date
16-Jun-2023 18:15:45 HRS

PNR
8304545975
Quota
GENERAL (GN)

Train No./Name
22181/JBP NZM SF EXP
Distance
216 KM

Current Status
CNF/S5/12/LOWER

Passenger Details

#	Name	Age	Gender	Booking Status
1.	MONIKA	25	F	CNF/S5/12/LOWER

RSWL: ROAD-SIDE WAITLIST

PQWL: POOLED QUOTA WAITLIST

Acronyms:

RLWL: REMOTE LOCATION WAITLIST

Transaction ID: 100004242694909
IR recovers only 57% of cost of travel on an average.

Payment Details

Ticket Fare	₹ 200.00
IRCTC Convenience Fee (Incl. of GST)	₹ 11.80
Travel Insurance Premium (Incl. of GST)	₹ 0.35
Total Fare (all inclusive)	₹ 212.15
PG Charges as applicable (Additional)	



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 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 penalized as per Railway Rules.

Indian Railways GST Details:

Invoice Number: PS23830454597511

Address: Indian Railways New Delhi

Supplier Information:

SAC Code: 996421

GSTIN: 07AAAGM0289C1ZL

Recipient Information:

GSTIN: NA

Address:

Name: NA

Taxable Value: 197

CGST Rate: 2.5%

CGST Amount: 0.0

SGST/UGST Rate: NA

SGST/UGST Amount: NA

IGST Rate: 5.0%

IGST Amount: 0.0

Total Tax: 0.0

FROM

SUBJECT

ADDRESS



01812

1981

श्री परिवहन निगम



1985-86

