

Reiembursemnt of expenses (Travel to Chandigarh)

Sr. No.	Date	Particulars	Amount (Rs.)
1	27.04.2023	Conveyance	5040
2	25.04.2023	Hotel Stay on 25.04.2023	5000
3	26.04.2023	Food Bills	1530
4	06.05.2023	Conveyance	5310
5	04.05.2023	Hotel Stay on 04.05.2023	3500
6	09.05.2023	Food Bills (04.05.23 and 05.05.23)	2184
7	09.05.2023	Prints / Pendrive	1030
		Total	23594


Purushottam Grover

OK
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To

06.05.2023

Admin Department

Krisumi Corporation Private Limited

Sector 36A Gurugram

Please arrange to reimburse the expenses incurred for travel for official purposes on 04, May 2023-05.05.2023 as per details below:

Sr No.	Date of Travel	Place	KM	Rate / KM (Rs.)	Amount (Rs.)
1	04.05.2023	Delhi to Chandigarh	265	9	2385/-
2	05.05.2023	Chandigarh to Delhi	265	9	2385/-
3	04.05.2023 to 05.05.2023	Chandigarh (Local)	60	9	540/-
	Total				5310/-

Please arrange to reimburse these expenses in my account as per details below:

Name : Purushottam Grover C/o Key Realty Consultants LLP

Bank Account: Axis Bank - Savings A/c

Account Holder Name: Purushottam Grover

Account number: 056010100734684

IFSC Code: UTIB0003939

Thanking you in anticipation.

Kind Regards


Purushottam Grover
Consultant