

CASH / BANK / JOURNAL VOUCHER



G TECH WEB MARKETING PVT. LTD.

MS-90, First Floor Hari Nagar, New Delhi - 110064

Voucher No.

Dated 23/11/25 2025

DEBIT

AMOUNT
RS. P.

Conveyance Expense
To UPI paid by Manish sir do
Laxman bhavika for Local
Conveyance

700.00

/

Rupees

TOTAL Rs.

700.00

CREDIT

Kotak Mahindra Bank

700.00

/

Rupees

TOTAL Rs.

700.00

Accountant

Manager/Auth. Signatory
Laxman.

Rs. _____

Signature

Certified that no official vehicle was made available for the purpose (s) specified above. I have actually spent the amount (s) claimed above for the official purpose. The amount may be transferred to my bank account.

(Signature of the Reporting Authority)

Date: 23/11/25

(Signature of the Claimant)

Laxman.

One in
Paid 23/11/25

Local Conveyance Sheet

Name: Laxman Regmi

Employee Id: 0014

Date 21 Jan 2025

Designation:

Department:

Date	Place From	Place To	Distance	Amount (Rs.)	Mode of Conveyance (Bus/Three Wheeler Auto Rickshaw/Taxi/Own Vehicle)	Purpose of Visit and Source of Funding (Client Visit, Cheque Received Etc)
7-1-2025				100.00		
12-1-2025				100.00		
13-1-2025				200.00		
16-1-2025				100.00		
18-1-2025				200.00		
Total (in words) <u>Seven Hundred only</u>				700.00		

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(Signature of the Reporting Authority)
Date: 23/1/25

(Signature of the Claimant)