

CLAIMANT	REPORT
Example Worker (EX-001) Department not specified No cost centre Project / trip: Example client visit	Period: 07/09/2026 to 07/09/2026 Report date: 07/09/2026 Currency: INR GSTIN: Not provided

INTERNAL EXPENSE RECORD - SUPPORTING DOCUMENTS MUST BE RETAINED SEPARATELY; THIS REPORT DOES NOT ESTABLISH GST CREDIT

TOTAL EXPENSES	EMPLOYEE PAID	COMPANY PAID	CLAIMED	ADVANCE	DUE TO CLAIMANT
INR 500.00	INR 500.00	INR 0.00	INR 500.00	INR 200.00	INR 300.00

DATE	CATEGORY	PAYEE	BUSINESS PURPOSE	PAID	RECEIPT	ORIGINAL	RATE	REPORT AMOUNT	REFERENCE / REVIEW
07/09/2026	Travel	Example Transit	Example client visit	Employee Card	Missing	INR 500.00	1	500.00	Synthetic example only - not a real transaction.

REVIEW NOTES

- 1 missing receipt(s); 0 line(s) marked with a supporting tax invoice.
- Reported tax (INR 0.00) is informational and is not an input-tax-credit determination.
- No INR cash line above Rs 10,000 was detected; this does not determine tax deductibility.
- Keep original invoices, bills, approvals and payment evidence with this report.

Claimed reimbursement	INR 500.00
Less advance	INR 200.00
Due to claimant	INR 300.00

Example Reviewer

PREPARED / CLAIMED BY	REVIEWED BY	APPROVED BY
-----------------------	-------------	-------------