

ESKAYEF PHARMACEUTICALS LIMITED

Expense Report

ID: 101

Name: Zarin Tasnim

Designation: Intern

Department: Commercial & HR

Month: April 2024

Unit: Talent Management

Location: OHQ

Expense Head	Taka	Remarks
Utility-Water Gas Electricity	1222	None
Driver Wages	None	None
Service Staff Wages	None	None
Security Staff Wages	None	None
Leave Fare Assistance-LFA	None	None
Car Expenses		
Fuel Cost	None	None
Gas Cost	None	None
Repair & Maintenance Allowance	None	None
Car Maintenance Expenses		
Tyre(s)	None	None
Battery	None	None
Car Denting & Painting	None	None
Car Decorations	None	None
Toll	None	None
Others	None	None
Mobile Expenses		
Telephone	None	None
Mobile Set	None	None
Medical Expenses		
Medical Expense	None	None
Medical Expense[Non-taxable, e.g., surgery cost related to heart, kidney, eye, liver and cancer]	None	None
Total Taka	1222.00	

Explanation

I.O.U / Advance Drawn(Tk.):	None	Signature:
Expenses as Above(Tk.):	None	Date:
Amount due to Company/ Employees(Tk.):	None	Checked By:
		Forwarded By:
		Approved By: