Apex Investments Limited

Expenses Claim Form

Name of Officials/Support Staff : **Designation :**

Date	Particulars of Expenses	Reasons	Amount

Takas in Word : Taka:

Total : _____

_____
Signature of the Recipient

Prepared by:

Comments
(if any): _____ Signature : _____
(Monitor of Respective Department)

Recommended by:

Comments
(if any): _____ Signature : _____
(Head of Respective Department)

Checked by:

Comments
(if any): _____ Signature : _____
(Sr.Manager, Finance & Accounts/Administration)

Approved by:

Comments
(if any): _____ Signature : _____
(Managing Director/Chief Executive Officer)

* Supporting Enclosed