		EXPENSE CLAIM DOCUMENT	KSB
ATE	21·08·2025		
EQUESTED BY:	Hoagai Mbunda	FM-FI-014	KSB ZAMBIA LIMITED
UTHORISED BY:			
EPARTMENT			

EMPLOYEE:	Hoagai MBUNDA		EMPLOYEE NUMBER:	AAL56
DEPARTMENT:				
REASON FOR TRIP:	KSB- Zambia			

REPORT No:	DATE:	DETAILS	KM	DAILY RATE : B -Breakfast L - Lunch D -Dinner B L D	MEALS	ACCOM.	SUNDRIES / PHONE	TOTAL ZMW
1	22.08.25	Travel + Meals + Toll Fees		☐☐☐		600 -		600 -
2	23.08.25	Meals		☐☐☐		500 -		500 -
3	24.08.25	Meals		☐☐☐		500 -		500 -
4	25.08.25	Meals		☐☐☐		500 -		500 - 0
5	26.08.25	Meals		☐☐☐		500 -		500 -
6	27.08.25	Travel + Meals + Toll Fees		☐☐☐		600 -		600 - 0
7				☐☐☐				
8				☐☐☐				0
8				☐☐☐				
10				☐☐☐				0
11				☐☐☐				0
12				☐☐☐				0

		SUB TOTAL	
Total km:	0 @ RATE	TOTAL TRAVEL	
		TOTAL CLAIM	3 700 -
		LESS AMOUNT ADVANCED	
		AMOUNT DUE ZMW	

KILOMETERS:	0		
DEPT. MANAGER:		AUTHORISATION MANAGING DIRECTOR:	KANYEMBO NDHLOVU 21/08/25
ACCOUNTANT	21/08/2025		