

Kazi Farms Limited

Kazi Farms

Office Circular

Ref: KFG/HR/2018/0093

Date: May 21, 2018

Subject: TA/DA Bill & Fuel Bill Claim for Official Tour by Senior Employees (who are availing personal car)

This is to inform the senior employees who are availing personal cars and receiving cash benefits that they will be entitled to claim the actual fuel bill for official tours outside Dhaka City.

The tour information must be informed to the concerned supervisor by email before making the tour.

The email should be attached while submitting the fuel bill.

Fuel bills can be claimed twice in a month through the attached format.

Director
Kazi Farms Group

CC:

Concerned employees

GM – HR

GM – Sales

Regional In-charges

Department – In-charges

Office copy

Corporate Centre:

35, Dhanmondi Residential Area, Road No-02, Dhaka-1205, Bangladesh

Phone: 880 2 9612290-93 | Fax: 880 2 9612185

Email: info@kazifarms.com

| Website: www.kazifarms.com

Fuel Bill Claim Form (Only for Tour)

Date Form: _____

Bill Submission Date: _____

Date To: _____

User's Name: _____

Designation: _____

ID No.: _____

Car/Microbus No.: _____

Fuel & Tour Details

Sl. No.	Date	Tour Location	Memo Number	Filing Station	Location	KM
Reading (CNG)	From	To	Difference	KM Reading (Octane)	From	To
	Difference	CNG (Tk)	Octane (Tk)	Toll, Parking & Maintenance		Remarks

1

2

...
15

Total: _____

Grand Total: _____

In Words: _____

User's Signature: _____

Summary

Total KM Driven: _____

Fuel Cost: _____

Per KM Cost (Tk): _____

CNG: _____

Octane: _____

Transport Department's Signature: _____

Note: Fuel (CNG & Octane) defined with Kilometer must be confirmed by the user.