

LOCAL CONVEYANCE/MEAL REIMBURSEMENT FORM

NAME OF THE ENTITY: :

DATE: 18-Oct-2024

Part I: Payee Information

Employee Name: Kangkan	Employee ID: 3
Department: IT	Designation: Sales Man

Part II: Record of Expenses

Sl#	Date	Time	Reason For Entertainment	Travel Origin to Destination	Transport Details		General Ledger Account Name	
							Conveyance (TK)	Entertainment (TK)
1	02-Oct-2024 11:46:11 AM	Kangkan	Unilever Bangladesh Ltd.					
2	02-Oct-2024 11:34:35 AM	Kangkan	[Other]					
3	01-Oct-2024 11:06:00 PM	Kangkan	[Other]					
4	01-Oct-2024 11:05:50 PM	Kangkan	[Other]					
5	27-Sep-2024 10:08:18 PM	Kangkan	Unilever Bangladesh Ltd.					
6	26-Sep-2024 10:23:30 AM	Kangkan	Unilever Bangladesh Ltd.					