

LOCAL CONVEYANCE/MEAL REIMBURSEMENT FORM

NAME OF THE ENTITY: : DATE: 19-Oct-2024

Part I: Payee Information

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

Part II: Record of Expenses

Sl#	Date	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	Lab	Unilever Bangladesh Ltd.			
2	02-Oct-2024 11:34:35 AM	R&D	[Other]			
3	01-Oct-2024 11:06:00 PM	Collection	[Other]			
4	01-Oct-2024 11:05:50 PM	Collection	[Other]			
5	27-Sep-2024 10:08:18 PM	Business	Unilever Bangladesh Ltd.	bus 02		
6	26-Sep-2024 10:23:30 AM	Business	Unilever Bangladesh Ltd.	Bus	101	202
7	17-Sep-2024 10:58:51 AM	Service	[Other]			
8	17-Sep-2024 10:17:46 AM	Service	[Other]	bus		
9	16-Sep-2024 04:01:02 PM	Business	Unilever Bangladesh Ltd.	bus 02		
10	16-Sep-2024 12:31:36 PM	Service	Mrinal Karmokar (Director Ngpl)	bus		
11	16-Sep-2024 12:30:11 PM	Business	Mrinal Karmokar (Director Ngpl)			
12	16-Sep-2024 12:29:03 PM	Business	Unilever Bangladesh Ltd.	bus		
13	16-Sep-2024 12:27:53 PM	Business	Unilever Bangladesh Ltd.			
14	16-Sep-2024 12:22:05 PM	Business	Unilever Bangladesh Ltd.			
15	16-Sep-2024 12:09:10 PM	Business	Unilever Bangladesh Ltd.			
16	16-Sep-2024 12:05:22 PM	Business	Unilever Bangladesh Ltd.	bus		
17	16-Sep-2024 11:59:19 AM	Business	Unilever Bangladesh Ltd.	bus		
18	15-Sep-2024 01:06:41 PM	Business	Unilever Bangladesh Ltd.	bus		
19	15-Sep-2024 01:05:06 PM	Business	Unilever Bangladesh Ltd.	bus		
20	15-Sep-2024 01:04:37 PM	Business	[Other]	bus		
21	15-Sep-2024 01:00:45 PM	Business	[Other]	bus		
22	15-Sep-2024 12:43:00 PM	Business	Unilever Bangladesh Ltd.	bus		
23	15-Sep-2024 12:38:36 PM	Business	Unilever Bangladesh Ltd.	bus		
24	15-Sep-2024 12:38:09 PM	Business	Unilever Bangladesh Ltd.	bus		
25	15-Sep-2024 12:37:38 PM	Business	Unilever Bangladesh Ltd.	bus		
26	15-Sep-2024 12:37:25 PM	Business	Unilever Bangladesh Ltd.	bus		
27	15-Sep-2024 12:34:19 PM	Business	Unilever Bangladesh Ltd.	bus		
28	15-Sep-2024 12:33:51 PM	Business	[Other]	bus		
29	15-Sep-2024 12:29:09 PM	Business	[Other]	bus		100
30	15-Sep-2024 12:28:17 PM	Business	[Other]	bus		
31	15-Sep-2024 12:12:48 PM	Business	Unilever Bangladesh Ltd.	bus		
32	14-Sep-2024 01:01:50 PM	Business	Unilever Bangladesh Ltd.	bus		
33	14-Sep-2024 12:25:16 PM	Business	Unilever Bangladesh Ltd.	bus		
34	14-Sep-2024 12:24:50 PM	Business	Unilever Bangladesh Ltd.	bus		
35	14-Sep-2024 12:24:46 PM	Business	Unilever Bangladesh Ltd.	bus		
Total					101	302

(The person claiming visit allowance can not request reimbursement for local conveyance and bill for meal reimbursement simultaneously)
I hereby certify that all expenses on this report were incurred for business purposes complying with the applicable policy of the entity.

Reimbursement Receipt:

Claimants Signature

Date

Authorized Signature

Date

Reimbursement Receipt

Total Amount to be received: TK. 403

Amount in words: Four Hundred Three

Receivers Signature

Date