

LOCAL CONVEYANCE/MEAL REIMBURSEMENT FORM

NAME OF THE ENTITY: : DATE: 18/Oct/20242024

Part I: Payee Information

| | |
|----------------------------------|------------------------------|
| Employee Name: Rubel rubel000000 | Employee ID: Rubel 111111 |
| Department: sssRubel rubel000000 | Designation: dddRubel 111111 |

Part II: Record of Expenses

| Sl# | Visit Date | Employee Name | Customer Name | Contact Name | Designation | Self Discussion | HOT Advice |
|-----|----------------------------|---------------|--------------------------|--------------|-------------|-----------------|------------|
| 1 | 02-Oct-2024 12:02:25 PM | Kangkan | Unilever Bangladesh Ltd. | z | | | |
| 2 | 02-Oct-2024 11:46:11 AM | Kangkan | Unilever Bangladesh Ltd. | kangkan | dev | | |
| 3 | 02-Oct-2024 11:34:35 AM | Kangkan | [Other] | kk | dev | | |
| 4 | 01-Oct-2024 11:06:07 PM | Kangkan | [Other] | kk 254 | dev 05 | | |
| 5 | 01-Oct-2024 11:06:00 PM | Kangkan | [Other] | kk 254 | dev 01 | | |
| 6 | 01-Oct-2024 11:05:50 PM | Kangkan | [Other] | kk 254 | dev 01 | | |
| 7 | 30-Sep-2024 10:22:00 AM | Kangkan | Rakiburl Islam | | | kk test | |
| 8 | 27-Sep-2024 10:08:18 PM | Kangkan | Unilever Bangladesh Ltd. | | | | |
| 9 | 26-Sep-2024 10:23:30 AM | Kangkan | Unilever Bangladesh Ltd. | | | | kk |