

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