NAME	Super Admin C UserC
DESIGNATION	Head of Dept.
OFFICE CODE	CODE02
DATE	04-Nov-2018

Company A MONTHLY EXPENSES BILL

MONTH	11
YEAR	2018
BDT	
GRADE	Grade3

Date	Institution and Locations	Allowance					Internal Transport			
		HQ	EX Hq	O/S	Hotel Fare	Transport(with Ticket)	Mode	Fare	Total	Remarks
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										

Date	Institution and Locations	Allowance					Internal Transport			
		HQ	EX Hq	O/S	Hotel Fare	Transport(with Ticket)	Mode	Fare	Total	Remarks
25										
26										
27										
28										
29										
30										
	Total:									
In Words										

Signature	Approved By