



## TRAVELLING EXPENSE REIMBURSEMENT FROM

Name	BORUZZAMAN DEWAN	Emp-ID	RF- 32393
Designation	Sr. OA	Division	Sales Pharma
Grade	F9	Department	Field Force
Mobile	01894-969567	Location/ RSM Region	Cumilla A
Period	feb-24		

Date	Full Particulars	Transportation Expense	Hotels	Meals	Entertainment	conveyance	Others	Pocket Money	Total
01.02.24	Narayanganj to Cumilla	400				150			550
04.02.24	Cumilla to Gawsia to Narayanganj	350				260			610
06.02.24	Cumilla to Narayaganj	N/A			450	120			570
08.02.25	Narayananj to Cumilla	400				150			550
11.02.26	Cumilla to Gawsia to Narayanganj	350		270		260			880
13.02.27	Cumilla to Narayaganj	N/A			490	120			610
15.02.28	Narayananj to Cumilla	400				150			550
18.02.29	Cumilla to Gawsia to Narayananj	350				260			610
20.02.30	Cumilla to Narayananj	N/A			410	120			530
22.02.31	Narayananj to Cumilla	400				150			550
25.02.32	Cumilla to Narayaganj	N/A			530	120			650
27.02.33	Cumilla to Narayaganj	N/A			440	120			560
Total Amount		2650	0	270	2320	1980	0	0	7220

Total Amount (In words ): Seven Thousand & two hundred twenty taka only

PREPARED BY	CHECKED BY	APPROVED BY	AUDITED BY
<p>.....</p> <p>Signature &amp; Date</p>	<p>.....</p> <p>Signature &amp; Date</p>	<p>.....</p> <p>Signature &amp; Date</p>	<p>.....</p> <p>Signature &amp; Date</p>