



# KRISUMI CORPORATION

Annexure to International Travel Policy

## TOUR EXPENSE CLAIM FORM (INTERNATIONAL)

Name:	Takahiro Yamazaki	Emp. Code:	K1100	Date:	22/01/2024
Designation:	Director	Department:	Management Office		
Location:	Tokyo				
Purpose:	Business Travel				
Duration: From:	26/01/2024	To:	06/02/2024		
Destination:	Japan				

### Travel Details :

Date :  
Time :  
Flight No :  
Currency Taken : Dollar / Euro / Pound / Yen JPY currency use by Amex Card  
In words

### Bills Summary

Date	Bill No.	Item Description	Amount
26/01/2023	15640066	Royal Park Hotel	INR 193357.61
TOTAL			193357.61

Balance Amount : 193357.61 To be paid / To be received from Company Hotel Book By amex card mohit sir

In words One Lakh Ninety Three Thousand Three Hundred Fifty Seven Only

I hereby certify that the expenses claimed in this statement have been incurred in carrying out company work.

Please attach the copy of tour approval form as well as original bills / tickets etc.

No. of enclosures

  
Signature of Employee

Note: All the claims / imprest should be settled within four days of coming back from the tour.