



# KRISUMI CORPORATION

## Annexure to International Travel Policy

### INTERNATIONAL TOUR APPROVAL CUM ADVANCE REQUISITION FORM

Date: 25/05/24

Name: Shalini Jha Emp. Code: K1025

Designation: Vice President - Marketing Department: Sales & Marketing

Purpose: Official

Duration: From: 17/06/24 To: 24/06/24

Destination: Singapore & Kuala Lumpur

No. of Days: 8

#### Travel Details :

Date : .....

Time : .....

Flight No. ....

#### CURRENCY REQUIRED :

- a) Currency (Dollar / Euro / Pound / Yen)
- b) Currency Required for :
  - 1 Boarding / Lodging (Amount)
  - 2 Conveyance (Amount)
  - 3 D. A. (Amount)
  - 4 Any Other Expense (Please Specify) Amount
- c) Total Currency Required
- d) (In words) .....

  
Employee Sign

  
Chief Executive Officer

  
Co-Chief Executive Officer

  
Managing Director

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