



KRISUMI CORPORATION

Annexure to Domestic Travel Policy

DOMESTIC TOUR APPROVAL CUM ADVANCE REQUISITION FORM

Date: 25/2/2024

Name: Sanjeev Kumar

Emp. Code No.

Designation: S.W.P. Procurement

Department: Purchase

Purpose: official

Duration: From: 16/02/2024

To: 17/2/2024

Destination: Rajasthan

No. of Days: 02

Mode of Travel: By Taxi

- 1 - Air - Economy Class
- 2 - Train - 1st AC / 2nd AC / 3rd AC / Chair Car / Sleeper Class / 2nd Class
- 3 - Bus - Non AC / A.C. / Luxury / Sleeper Class

IMPREST/ADVANCE REQUESTED:

a) Train/Air/Bus Fare	Rs.	Nil
b) Conveyance	Rs.	
c) Boarding & Lodging	Rs.	
d) D.A.	Rs.	
Total Amount	Rs.	
(In Words)		

Employee's Sign

Chief Executive Officer

Co-Chief Executive Officer

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

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10 Bt roti 150

1 Dal makhni 140

2 M. wala 40

1 A Thup 80

890

11

huf 90

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12 ϕ . roti 120

10 Bt roti 150

1 Dal makhni 140

2 M. wala 40

1 A Thup 80

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