



KRISUMI CORPORATION

Annexure to International Travel Policy

TOUR EXPENSE CLAIM FORM (INTERNATIONAL)

Date: 31 5 2024

Name: Yuji Kato

Emp. Code: _____

Designation: co-CEO

Department: Management Office

Location: Tokyo, Japan

Purpose: Workshop with Japanese design consultants, sites visit

Duration: From: 24th May

To: 30th May

Destination: Tokyo, Japan

Travel Details :

Date : 24th May 30th May

Time : 1905 - 0620(+1) 1040 - 1630

Flight No. JL030 JL039

Currency Taken : Dollar / Euro / Pound / Yen 0

In words _____

Bills Summary

Date	Bill No.	Item Description	Amount(in JPY)
25/5	1	Airport to Shinjuku (limousine bus)	1,400
25/5	2	Shinjuku to home	450
27/5	3	home to meeting@Ginza	628
27/5	4	Ginza to Sumitomo	178
27/5	5	Restaurant @ginza to home	628
28/5	6	home to Nikken	628
28/5	7	restaurant @ ebisu to home	743
29/5	8	home to World tower residences @hamamatsu-cho	774
29/5	9	restaurant @ginza to home	628
30/5	10	home to airport (bus-Keikyu)	985
TOTAL			7,042

Balance Amount : To be paid / To be received from Company 7,042 JPY

In words Seven thousand forty two japanese yen

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

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


Sign of Employee

羽田空港 3ターミナル
Haneda Airport 3 Terminal

乗車券 Ticket
车票 승차권

(1号車)

3 番のりば
Bus Stop

新宿高速バスターミナル(ハスタ新宿)

2024/5/25
06:45 発
Dep Time

Shinjuku EXPWayBusTerminal



10%対象(税込) 登録番号T8010001061264
お預かりできる荷物は、バス会社により取扱い個数が異なります。

1400円(IC)

東京空港交通 指定便限り有効 下車前途無効
大人片道適用

2024/5/25 06:24 24259-01 HND T3 684自

for train/regular bus no receipts are issued.

NOTE FOR APPROVAL
KRISUMI CORPORATION PVT. LTD.

Dated: 31st May 2024

Sub: Approval request for Bills Not Available for Month May 2024.

Dear Sir,

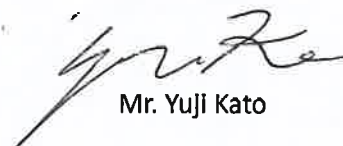
During the foreign tour, bills for the following expenses could not be taken, however, the same has been paid through the cash currency. Request you to please approve the same for the books of accounts:

Pending Bills		
Date	Currency Name	Currency Amount
30-05-2024	JPY	5642
Total		5642

Approved By:


Mr. Akash Khurana

Approved By:


Mr. Yuji Kato



KRISUMI CORPORATION

Annexure to International Travel Policy

INTERNATIONAL TOUR APPROVAL CUM ADVANCE REQUISITION FORM

Date: 21/5/2024

Name: Yuji Kato

Emp. Code:

Designation: Director & Co-CEO

Department:

Purpose: Workshop with Japanese design consultant

Duration: From: 24th May

To: 30th May

Destination: Tokyo, Japan

No. of Days:

7

Travel Details :

Date : 24th May 30th May

Time : 1905 - 0620(+1) 1040 - 1630

Flight No. JL030 JL039

CURRENCY REQUIRED :

NO

- 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

21/5/2024

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