KRISUMI CORPORATION

Annexure to International Travel Policy

TOUR EXPENSE CLAIM FORM (INTERNATIONAL)

Date: 22/01/2024

Name: Yuka Nago and Saurabh Aneja **Emp. Code:** K1221

Designation: Assistant to Co-CEO & GM **Department:** Management Offic & Design Management

Location: Tokyo

Purpose: Businees Travel

Duration: From: 26/01/2024 To: 31/01/2024

Destination: Japan

Travel Details :

Date : 25/01/2024

Time : 23:00

Flight No. AI 306

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	20801262	Royal Park Hotel	INR 171926.26
TOTAL			171926.26

Balance Amount : 171926.26 To be paid / To be received from Company Hotel Book By amex card mohit sir

In words One Lakh Seventy One thousand Nine Thousand Twenty Six Only.

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

Please attach the copy of tour appoval 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.

長尾 優香

Sign of Employee