

KRISUMI CORPORATION

Conveyance Claim Form

Date : 27-10-2021
 Period - August 4th 2021 - October 27th 2021
 Department : Marketing

Name - Roshan Kumar Singh

Senior Manager

Designation:

Date	Time	Reason	Firm name	Contact Person	From >	To >	Mode of Travel	Km.	Rs.	Remarks	
August 21st	3pm	For Buying Rakhi for the Event	Archies		Sales Lounge	New Gurgaon	Personal Car	12	78.00		
August 21st	3pm	For Buying Laddoo	Harish/Bikaner		Sales Lounge	New Gurgaon	Personal Car	12	78.00		
August 22nd	2pm	For Buying the Gift Box for Ganesh Chaturthi	Harish/Bikaner		Sales Lounge	New Gurgaon	Personal Car	14	91.00		
September 9th	11:00 AM	For bringing Geeta Book and Prayer Beads	Krisumi Corporate Office		Sales Lounge	Udyog Vihar Office	Personal Car	40	260.00		
September 29th	2:00 PM	For Buying Wine Bags	Archies		Sales Lounge	New Gurgaon	Personal Car	12	78.00		
September 3rd	3:00 PM	For Recce of Branding	Golf & Country Club		Sales Lounge	ITC Grand Bharat	Personal Car	34	221.00		
October 14th	8:00 PM	For Event Setup	DCG Golf Club		Sector 103	DCG Golf Club	Personal Car	80	520.00		
October 22nd	12:00 PM	For Certificate Printing	Print Hub/Natraj Printer/Design Express		Sector 103	Galleria/Sushant Arcade/Vyapar Kendra	Personal Car	18	117.00		
October 23rd	7pm	For Diwali Gala Event Setup			Vyapar Kendra	Sultanpur/Sector 103	Personal Car	40	260.00		
Total Rupees									Seventeen Hundred three	1,703.00	-

Sign. Of Employee: 

Verified By: 

Approved By:

