



**KRISUMI CORPORATION**

**Annexure to International Travel Policy**

**INTERNATIONAL TOUR APPROVAL CUM ADVANCE REQUISITION FORM**

**Name:** Mr. Mohit Jain **Date:** 21/05/2024  
**Designation:** Managing Director **Emp. Code:** K1156  
**Purpose:** Business **Department:** Management Office  
**Duration:** From: 23/05/2024 To: 03/06/2024  
**Destination:** Tokyo  
**No. of Days:**

1	2
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**Travel Details :**

Date : 23/05/2023  
Time : 22:40  
Flight No. CX698

**CURRENCY REQUIRED :**

- a) Currency (Dollar / Euro / Pound / Yen) Yen Forex Card 2090000 & Cash Currency 142000
- b) Currency Required for : Business Purpose
  - 1 Boarding / Lodging (Amount) .....
  - 2 Conveyance (Amount) .....
  - 3 D. A. (Amount) .....
  - 4 Any Other Expense (Please Specify) Amount .....
- c) Total Currency Required 22,32,000.00
- d) (In words) Twenty Two Lakh Thirty Two Thousand Only.

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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.**



**NOTE FOR APPROVAL**  
**KRISUMI CORPORATION PVT. LTD.**

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**Dated: 12<sup>th</sup> July 2024**

**Sub: Approval request for Bills Not Available for FY 2024-25 (23-05-2024 TO 03-06-2024)**

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Dear Sir,

During the foreign tour, bill 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 Agst. Cash Currency		
Date	Currency Name	Currency Amount
22-05-2024	JPY	142000
<b>Total</b>		<b>142000</b>

Approved By:

  
Mr. Akash Khurana

Approved By:

  
Mr. Yuji Kato

Approved By:

  
Mr. Mohit Jain