

NOTE FOR APPROVAL
KRISUMI CORPORATION PVT. LTD.

Dated: 07th November 2024

Sub: Approval request for Bills Not Available for FY 2024-25 (04-10-2024 TO 28-10-2024)

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 Agst. Cash Currency		
Date	Currency Name	Currency Amount
26-09-2024	USD	3000
Total		3000

Approved By:



Mr. Akash Khurana

Approved By:



Mr. Yuji Kato

Approved By:



Mr. Mohit Jain



KRISUMI CORPORATION

Annexure to International Travel Policy

INTERNATIONAL TOUR APPROVAL CUM ADVANCE REQUISITION FORM

Date: 23/09/2024

Name: Mr. Mohit Jain **Emp. Code:** K1156

Designation: Managing Director **Department:** Management Office

Purpose: Business

Duration: From: To:

Destination: USA

No. of Days:

3	0
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Travel Details :

Date :

Time :

Flight No.

CURRENCY REQUIRED :

a) Currency (**Dollar** / Euro / Pound / Yen) 3000
 USD Forex Card 50000 & Cash USD Currency ~~5000~~

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 USD ~~55000~~ 53,000

d) (In words) USD FIFTY FIVE THOUSAND ONLY.
THREE


 Employee 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.

VOUCHER

No. _____

Date 26-09-24

Firm's Name : _____

PARTICULARS

₹

P.

DEBIT _____

2000

USD CASH - 3000

1

MR. MOHIT JAIN

TOTAL

3000

CREDIT _____

1

TOTAL

3000

Approved by _____

Signature _____

Receiver's Signature _____



on A/c of _____

RECEIVED the sum of Rupees _____

