

# SAJIB CHEMICAL CO. LTD.

## MONTHLE EXPENCCSS STATEMENT

Name ..... Dealer Name ..... Target .....

Base Town ..... Month ..... % of Achievement .....

Designation ..... Remittance .....

DATE	TOUR DETAILS	DAILY ALLOWANCE	FARE(TK)	OTHER(TK)	REMARKS
1 st					
2 nd					
3 rd					
4 th					
5 th					
6 th					
7 th					
8 th					
9 th					
10 th					
11 th					
12 th					
13 th					
14 th					
15 th					
16 th					
17 th					
18 th					
19 th					
20 th					
21 st					
22 nd					
23 rd					
24 th					
25 th					
26 th					
27 th					
28 th					
29 th					
30 th					
31 st					
OTHER MONTHLY ALLOWANCE					
TOTAL					
			GRAND TOTAL(TK)		

\_\_\_\_\_  
SUBMITTED BY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVED BY

\_\_\_\_\_  
DATE

**Explanatory by : Note**

- \* 1) Fare break-down should be given in details on the reverse.
- \* 2) Others include postage, courier, telephone, stationery etc. voucher of wish should be attached.

