




Format/Audit/03/24	Bill Received By Signature with Seal	Scan the QR code for download 
Bill ID:.....		
Voucher No :.....		

Date:.....

To

CEO

Prime Islami Life Insurance Ltd.
28/G/1 Toyenbee Circular Road,
13th Floor, Motijheel, Dhaka-1000.

Subject: Traveling and Allowance Bill.

Dear Sir

Subject bill is enclosed for reimbursement of Traveling and Daily Allowance for Visiting.....
.....Office from.....to.....the traveling and daily
expenses as per approval were as under (Copy is enclosed):

<u>Particulars:</u>			
Conveyance Details:			
Date	Total Area		Transportation
	From	To	
			Fare Tk.
Total (Conveyance):			=
Food:			=
Loading:			=
Others(If Any):			=
Total(Taka)			

in Words (.....) Only

You may kindly approve and accord for adjustment of the Bill as appropriate.

Thanking You
Yours Faithfully

Full Name:.....
Designation:.....
Code/ID No:.....
Office Name:.....
Office Code:.....

Audited By