

MM IT SOFT LTD
Haque Mansion (5th Floor), 21/1, Zigatala, Dhanmondi, Dhaka-1209
Traveling Allowance

Name of Employee: Ashikur Rahman	Staff ID: N/A
Designation :	
Purpose of Visit: Client Introduction With HOD	

Date: 29/01/26

Date	From	Time	To	Time	Transport	Amount (Taka)	Remark
28/01/26	Mirpur		Gulshan 2		BIke	75 BDT (50%)	Rafiuddin Memorial
28/01/26	Banani 11		Mirpur		Bike	100 BDT 50%	Hamlet Tower
29/01/26	Mirpur		Mohakhali DOHS		Bike	100 BDT 50%	Baitun Group
29/01/26	Mohakhali DOHS		Mohammadpur		Bus	40 BDT	MMIT
29/01/26	Mohammadpur		jigatola		Rickshaw	70 BDT 2 person	MMIT
Daily Allowance:						300 BDT	Lunch Bill 28/01/26
Daily Allowance:						300 BDT	Lunch Bill 29/01/26
Advance Bill:						00 BDT	
Total Bill:						985 BDT	
Total Payable:						985 BDT	
In a word:	Nine Hundred eighty five BDT only.						

Prepared By:

Shahriar Ahmed

Checked By:

Approved By:
