

# INTERNATIONAL TRAVEL

## BUSINESS TRIP APPLICATION & EXPENSE REPORT



Must write in English

Application No BT-21-000021-01

Fill by Associate	Name	Mika Shaik	Employee No	10050	Purpose *describe detail				
	Section	Service 1 (DXB)	Section code	8511	OTHER,VISIT_CUSTOMER				
	Position	ASSISTANT MANAGER	Grade	J4	NESCO Visit (Meeting discuss S. Plug Plan)				
	Travel to	EGYPT(-)			Whole seller Market Visit (S. Plug & AC)				
					NESCO Visit (Meeting discuss IAM INI Plan)				
Schedule	Plan	Depart.	Month/Date/Year	11/15/2021	Flight No.		Time		Trip Duration ____5____days
		Return	Month/Date/Year	11/19/2021	Flight No.		Time		Annual Leave is this trip ____days
	Actual	Depart.	Month/Date/Year	11/15/2021	Flight No.	EK927	Time	08:15 10:30	Trip Duration ____6____days
		Return	Month/Date/Year	11/20/2021	Flight No.	EK924	Time	19:15 00:45	Annual Leave is this trip ____days

### Expense Report

ITEM			Advance Payment			Total payment (Settlement)			Paid by Corporate card	Remark
			Foreign currency		Local Currency	Foreign currency		Local Currency		
			Code	Amount		Code	Amount			
Fill by HR	1	1.1) PER DIEM EGYPT	AED	925.00	925.00	AED	1,110.00	1,110.00		8321
	1	1.2) DEDUCT PER DIEM EGYPT	AED	0.00	0.00	AED	92.50	92.50		
	1	SUB TOTAL EGYPT	AED	925.00	925.00	AED	1,017.50	1,017.50		
	2	Preparation Allowance	USD	0.00	0.00	USD	0.00	0.00		
	3	Cool Country Allowance		0.00	0.00	AED	0.00	0.00		
Total (A = 1 + 2 + 3)					0.00		1,017.50			
Fill by Associate	4	Accommodation								
		Hotel stay			0.00	EGP	14,194.00	6,668.34	<input checked="" type="checkbox"/>	
	5	Domestic Transportation								
		Domestic Transportation	AED	0.00	0.00	AED	0.00	0.00	<input type="checkbox"/>	
		Careem Taxi to Airport			0.00	AED	129.77	129.77	<input checked="" type="checkbox"/>	
		Taxi from airport			0.00	AED	109.00	109.00	<input checked="" type="checkbox"/>	
		International Transportation								
		Careem Taxi to MG IMPEX			0.00	EGP	18.00	8.46	<input checked="" type="checkbox"/>	
	Careem Taxi to MG IMPEX			0.00	EGP	99.00	46.51	<input checked="" type="checkbox"/>		
	6	Airport Charge								
					0.00			0.00	<input type="checkbox"/>	
	7	Visa on arrival								
					0.00			0.00	<input type="checkbox"/>	
	8	Others								
		Local sim Re-charge			0.00	EGP	220.13	103.42	<input type="checkbox"/>	
		PCR test in Egypt			0.00	EGP	900.00	422.82	<input checked="" type="checkbox"/>	
Total (B = 4 + 5 + 6 + 7+ 8)					0.00		7,488.31			
									End of detail report.	
Grand total (C = A + B)			(C1)		0.00	(C2)		8,505.81		
Statement	9	Total paid by Corporate Credit Card (D)						7,384.90		
	10	Amount due to associate (if C2 > C1 + D)						1,120.92	Company has to pay additional amount to associate	
	11	Amount due to company (if C2 < C1 + D)						0.00	Associate has to return money to the company	

### Travelling Approval and Settlement

For Travelling	Received	Finance	HR		Visa, Passport, Air ticket		Request Section			
	Money from Finance	Paid	Approved	Checked	Government	GA	Final	2nd Approve	1st Approve	Requester
							Kohei I 08-NOV-21	-	-	Khaled A 07-NOV-21
(Submit before Travelling)	Date...../...../.....	Date...../...../.....	Date...../...../.....	Date...../...../.....	Date...../...../.....	Date...../...../.....	Date...../...../.....	Date...../...../.....	Date...../...../.....	Date...../...../.....
For Settlement	Received	Finance	HR		Visa, Passport, Air ticket		Request Section			
	Returned money	Paid	Approved	Checked	Government	GA	Checked		Requester	
		Gangodavila annuhamilana 12-JAN-22	-	Rosie may V 04-JAN-22			Kohei I 22-NOV-21		Khaled A 22-NOV-21	
(Submit after Travelling)	Date...../...../.....	Date...../...../.....	Date...../...../.....	Date...../...../.....	Date...../...../.....	Date...../...../.....	Date...../...../.....		Date...../...../.....	

\*Remark:

- 1) Requester/Associate must complete all information in providing area ☐ when realized to travel and submit to HR Dept. immediately
- 2) For advance payment, requester must send this application to HR Dept. within 10 days prior departing schedule; otherwise, requester must pay in advance for all expense.
- 3) If requester/associate travel more than 2 countries, please attached traveling schedule and working plan in each countries
- 4) Upon arrival, requester/associate must inform all actual total expenses for declaration within 3 working days.
- 5) If there is/are no receipt, associate must explain all expenses for direct supervisor for approval.
- 6) For the Air Ticket reservation please send directly to GA. Dept. and pass through HR Dept. to process on the expenses checking.
- 7) All requester must make the travelling report for attach this application form when declaration with HR

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