



DUNGSAM CEMENT CORPORATION LIMITED
Nganglam, Pemagatshel, Bhutan



ADVANCE SETTLEMENT/REIMBURSEMENT FORM

Employee Name	:
Employee ID	:
Department/Division/Section	:

Purpose:

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Itemized Expenses:

SN	Bill Date	Description	Bill #	Amount (Nu)
1				
2				
3				
4				
5				
6				
Total (Nu)				
Less: Advance Taken (Nu)				
Refund/Claim (Nu)				

Note: Attach receipts

Budget:

Employee Signature

Approval Signature