

(In Duplicate)

Disbursement Statement

1. Airport Expenses

- (i) Catering
- (ii) Handling (where no regular strength maintained)
- (iii) Landing charges
- (iv) Repairs and maintenance
- (v) Sundries

2. Agency Commission

- (i) Passage
- (ii) Cargo

3. Income Tax

4. Crew Expenses:

- (i) Hotel Bill
- (ii) Transport
- (iii) Daily allowances
- (iv) Sundries

5. Office Expenses

- (i) Salaries, overtime
- (ii) Provident Fund
- (iii) Taxes
- (iv) (a) Office rent
- (b) House rent of accommodation, if provided to staff
- (v) Telephone and telex
- (vi) Printing and Stationery
- (vii) Postages and Telegrams
- (viii) Conveyance and Company Car
- (ix) Advertisement and Publicity
- (x) Office Equipments
- (xi) Electric/Gas consumption charges
- (xii) Sundries

6. Entertainment

7. Furniture and Fixture

8. Customs Duty etc., on Gift articles

9. Local purchases of gift articles

10. Miscellaneous

Total: -