

.....travels and tours

Period.....

S.No	Transaction	Amount In USD	Necessary Doc.
1	Bank Advice		
2	Credit Sales		
3	CPMT		
4	APMT		
5	Advance Utilised		
6	Cash in hand		
	Total		
	Deductions		
1	Commission		
2	C.C.Commission		
3	Sight Seeing		
4	Hotel Accommodation		
5	Credit Realisation		
6	Advance Received		
7	Domestic Air Tkt.Sale		
8	Int'l Air Tkt.Sale		
9	Credit Note		
10	Ticket Refund		
11	R.A.Consolidation		
12	Other Airlines Consolidation		
13	Others		
14	Excess Amount		
15	Old Debit Amount		
16	Previous Balance		
17	Due Agent		
	Total		
	Total Transaction		
	Total Deduction		
	Repriation Amount		
	Debit balance		

Stamp and signature

Air Ticket (US\$ + APMT)

Appendix A

FromTo.....

S.No	date	Passenger's Name	Nationality	Passport No.	Name of Airlines	Ticket No.	Route		Cost of Ticket	Commis- sion %	Refund Amount	Repatria- ble Amount	Fair Basis	Where deposited	Remarks
							From	To							

Stamp and signature of authorised dealer

Cargo

Appendix B

FromTo.....

S. No.	date	Consignor	Consignee	Airlines	airway Bill Number	Sector		Cost of Cargo Freight	Commis- sion %	Net Repatriable amount	Amount		Remarks
						from	To				Where Deposited	Bank Permit if any No. & date	

Stamp and Signature of Authorised Dealer

Courier

FromTo.....

S. No.	date	Airway Bill NO.	Invoice No.	Sender's Name	Receiver's Name	description of Document	Weight	Sector	Total Cost	Commis- sion %	Local Expenses	Repatriable Amount	Name of Agents	Payment To Airlines

Stamp and Singature of Authorised Dealer

Tours

FromTo.....

S. No.	date	Name and Nationality	No. of tourist	Invoice no.	Receipt Amount	Bank Deposited Amount	Nepal Shares & Commission	Net Repatriable Amount	Advance Received Amount & Date	Remarks

Stamp and Singature of Authorised Dealer

Sight Seeing

FromTo.....

S. No.	date	No. of Tourist	Name of the Agent/ Party	Sight Seeing	Hotel Accommodation	Ticketing (Domestic)	Others	Total Bills Amount (In F.C.)	Payment Received (Amount In F.C.)		Remarks
									Cash,TC	Draft TT Others	

Credit Sale

FromTo.....

S. No.	date	No. of Tourist	Name of the Agent/ Party	Sight Seeing	Hotel Accommodation	Ticketing (Domestic)	Others	Total Bills Amount (In F.C.)	Payment Received (Amount In F.C.)		Remarks
									Cash,TC	Draft TT Others	

Stamp and Singature of Authorised Dealer

FromTo.....

S. No.	date	From Whom Purchased	Amount Purchased		Amount Deposited in the Bank			Name of the Bank	Balance	Remarks
			TC and others	Cash	Date	TC. & Others	Cash			

Stamp and Singature of Authorised Dealer
TC and Others Cash

Previous Balance:
 Add: Purchase as per statement:
 Sub total
 Lessw: Deposited as per statement:
 Balance (cash in hand)