

Banking Regulation & Policy Department
Bangladesh Bank
Head Office
Dhaka.

BRPD Circular Letter No. 01

Date: 01 February 2005

All Private Banks of Bangladesh.

Dear Sir,

Payment of bills for Travelling and Hotel (boarding & food) expenses to the Directors for attending the Board/EC meeting.

Recently it is observed that different banks have been following different procedures in respect of making payment of bills for travelling and hotel expenses to the Bank Directors living outside Dhaka/meeting place for attending the Board/EC meeting. In making payment of such bills to the Directors, Banks are advised to pursue the following guideline meticulously:

From now on, the payment of bills for Travelling and Hotel expenses to the Bank Directors living outside the meeting place for attending the Board/EC meeting is to be made at actual cost basis by the Banks subject to the production of documentary evidences (e.g., travelling ticket, receipt/voucher for hotel charges, etc.) in support of their bills and the documents thus produced will be preserved by the Bank concerned.

Please acknowledge receipt.

Yours faithfully,

Sd/-
(S M Moniruzzaman)
Deputy General Manager
Phone: 7120377