



Request for Travel approval

Executive	Soumen Jana	Date from	26/05/2025
Client / Destination	LOTUS NIKKO HOTEL, Gorakhpur	Date to	02/06/2025
Purpose	MyCloud PMS & POS implementation	Service Work Order?	
		New Order?	Y
		Billable days	8
		Reimbursable?	Y
		SWO days	
		Balance SWO days	
Ticketing		Expense estimate	
Route	Kolkata - Gorakhpur - Kolkata	lodging	BY CLIENT
Mode	AIR/CAB	Other expenses	BY CLIENT
Cost estimate		Advance required	Nil
Supervisor's approval		Final Approval	

Cancellation / Modification

Fill in if approved travel is cancelled or modified. Fill in new RoT form for modified travel.

Reason	
Supervisor's approval	Final Approval

Expense Statement

To be filled in after Travel. Must be supported by vouchers where possible.

Date	Reference	Travel	Stay	Client	Food
26/05/2025	Home to Airport	572/-			
02/06/2025	Airport to Home	643/-			
Total		INR 1215/-			
Other currency total	Total-1215/-				
Per diem	1000/-	Balance Advance	NA		
Supervisor's approval			Final Approval		

This form will be filled in progressively for any planned travel. Approvals will be obtained in the first section. The next section will be used to obtain approval for cancellation / modification of plans. The 3rd section will be used for submission of post travel expense statement. Executives are advised to save the filled in form at each stage so that it can be edited for the next stage. Please submit two copies for approval ... one for official records and one for your own. Thank you.