PROLOGIC FIRST
Smart Hospitality Solutions

Request for Travel approval

Executive	Bharat Singh	**Date from**	16th June 25
Client / Destination	KEF Hospitality	**Date to**	17th June 25
Purpose	Onsite Webprolific Training	**Service Work Order?**	N
		New Order?	N
		Billable days	2
		Reimbursable?	Y
		SWO days	0
		Balance SWO days	0

Ticketing		**Expense estimate**	
Route	Gurugram-Kerala-Gurugram	**lodging**	
Mode	Flight	**Other expenses**	
Cost estimate		**Advance required**	
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	Amount	Stay	Client	Food
15-Jun-25	GGN Room To IGI T1	355.00			
15-Jun-25	Food Dinner	340.00			
18-Jun-25	Food Dinner	458.00			
18-Jun-25	IGI T1 To GGN Room (Late Night 1:00 AM)	690.00			
Total	**INR**	**1843.00**			
Per diem		**Net**			

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.