

Request for Travel approval

PF Consultant	Pravin Kumar	Date from	15 th June 2025
Client / Destination	ORO RESORTS - THE ESTATES ORO THE ESTATES, MADAKUHOSAHALLI, NANDI HILLS, Bangalore	Date to	25 th June 2025
Purpose	Application Setup.	Service Work Order?	NO
		New Order?	YES
		Billable days	YES
		Reimbursable ?	YES
		SWO days	
		Balance SWO days	
Route	Ticketing Delhi-Bangalore, Bangalore-Delhi	Lodging	Expense estimate NA
Mode	Air	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 Rft 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. All amount mentioned is in INR.

Date	Reference	Travel	Stay	Med	Food
15/06/2025	Uber From Home to Airport	444.15			
21/06/2025	Airport to Home through Uber	849.93			
Column Total		1294.08			
Sub Total (A)	1294.08				
Per diem (B)	1000/- (5 Days)				
Grand Total Payable (A+B)	2294.08/- (including Per diem)	Balance Advance			
Supervisor's approval		Final Approval			

(Signature)

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 final travel expense statement. Executions are subject to each client's policy.



Here's your receipt for your ride, Pravin

We hope you enjoyed your ride this afternoon.

Total	₹444.15
Trip Charge	₹339.15
Subtotal	₹339.15
MCD Toll	₹105.00

Payments



Cash

6/15/25 5:53 PM

₹444.15

[Visit the trip page](#) for more information, including invoices (where available)

The total of ₹444.15 has a GST of ₹27.85 included.

You rode with Pawan

License Plate: HR55AS9387

Go Sedan 23.53 kilometers | 1 h 5 min



4:47 PM | 245/4, near Blue Bells School, Urban Estate, Sector 4, Gurugram, Haryana 122001, India

5:53 PM | Delhi, 110037, India

Fares are inclusive of GST. Please download the tax invoice from the trip detail page for a full tax breakdown.

Here's your receipt for your ride, Pravin

We hope you enjoyed your ride this evening.

Total	₹849.93
Trip Charge	₹560.83
Subtotal	₹560.83
Paid to Airport	₹289.10

Payments



Cash

6/25/25 11:07 PM

₹849.93

[Visit the trip page](#) for more information, including invoices (where available)

The total of ₹849.93 has a GST of ₹83.63 included.

You rode with SUNIL
License Plate: HR73B1615

Uber Go 24.53 kilometers | 33
min



10:33 PM | 3, New Delhi, Delhi, 110037, India

11:06 PM | Street No.8, Laxman Vihar, Sector 3A, Gurugram, Haryana 122001, India

Fares are inclusive of GST. Please download the tax invoice from the trip detail page for a full tax breakdown.