

Request for Travel approval

Executive	Akash Malhotra	Date from	19/07/2025
Client / Destination	Keys Select by Lemon Tree Hotels, Kufri	Date to	26/07/2025
Purpose	Touché POS and Web Prolific Inventory (Implementation and Live Support)	Service Work Order?	
		New Order?	YES
		Billable days	6
		Reimbursable ?	
		SWO days	
		Balance SWO days	
Ticketing		Expense estimate	
Route	Delhi - Kufri - Delhi	Lodging	BY CLIENT
Mode	By Bus	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	Travel	Stay	Client	Food
19/07/2025	Tilak Nagar to Kashmiri Gate Metro	40			
19/07/2025	Dinner at Dhaba				190
26/07/2025	Delhi Cantonment Railway station to Tilak Nagar	185			
Total		225			190
Other currency total					
Per diem	1000	Balance	1415		
		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 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.