

Request for Travel approval

Executive	Akash Malhotra	Date from	02/08/2025
Client / Destination	Lemon Tree Hotel, Chandausi	Date to	08/08/2025
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 - Chandausi - Delhi	Lodging	BY CLIENT
Mode	By Train	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
02/08/2025	Janakpuri to Old Delhi Railway Station	348			
02/08/2025	Breakfast in Train				227.70
08/08/2025	Moti Bagh to Tilak Nagar Metro	40			
Total		388			228
Other currency total					
Per diem	1,000	Balance	1,616		
		Advance			
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.