

Request for Travel approval

Executive	Sukumar S	Date from	08/09/2025
Client / Destination	Averiena Hospitality, Bengaluru	Date to	09/09/2025
Purpose	MYCLOUD PMS, TOUCHE, BANQUET & WEBPROLIFIC DEMO	Service Work Order?	N
		New Order?	N
		Billable days	
		Reimbursable?	Y
		SWO days	
		Balance SWO days	
Ticketing		Expense estimate	
Route	Chennai - Bengaluru (by train/bus on 08/09) Bengaluru - Chennai (by train/bus on 09/05)	Lodging	By Client
Mode	Road / Rail	Other expenses	
Cost estimate	Rs.3500	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
08/09/2025	Chennai to Bengaluru	1040.85			
09/09/2025	Bengaluru Cantt to Garuda Blossom	339			
09/09/2025	Garuda Blossom to KSR Bengaluru	397			
09/09/2025	KSR Bengaluru to Chennai	1162.65			
10/09/2025	Local Auto from station to Home	120			
Total		3059			
Other currency total					
Per diem		Balance 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.

From Chennai to Bengaluru

From 01st July 2025, Aadhaar authentication of IRCTC user profile is mandatory to book Tatkal and Premium Tatkal tickets.

[Ticket Confirmation](#)



Dear S SUKUMAR(User Id: sunsukumar),

Thank you for using IRCTC's online rail reservation facility. Your booking details are indicated below.

PNR No. :	4224918273	Train No. / Name :	12657 / MAS SBC SF MAIL	Quota :	TATKAL
Transaction ID :	100006033446348	Date & Time of Booking :	07-Sep-2025 10:05:37 AM HRS	Class :	THIRD AC
From :	MGR CHENNAI CTL (MAS)	Date of Journey :	08-Sep-2025	To :	KSR BENGALURU (SBC)
Boarding At :	MAS	Date Of Boarding :	08-Sep-2025	Scheduled Departure* :	08-Sep-2025 22:50
Reservation Up to :	KSR BENGALURU (SBC)	Scheduled Arrival :	06-Sep-2025 04:35	Adult: 1	Child: 0
Passenger Mobile No. :	8088254284	Distance :	382KM	Insurance (No. of Psngl) :	1

Passenger Details

Sl. No.	Name	Age	Gender	Catering Service Option	Status	Coach	Seat / Berth / WL No
1	S SUKUMAR	32	Male	N/A	CNF	B3	38

Fare Details (Inclusive of GST)

Ticket Fare	Convenience Fee	Travel Insurance Premium	Total Fare
Rs. 1005.00	Rs. 35.40	Rs. 0.45	Rs. 1040.85 *

* Payment Gateway charges as applicable.

From Bengaluru Station to Diwakar Home

09:27

Booking Details

Tue, Sep 9 • 4:28am

Non-AC Cab - OneWay

₹ 339

Vehicle Model

Driver

MARUTI DZIRE

NAVEEN C R

Ride Distance

Ride Time

15 km / 15 km

22 mins 29 s

Your Rating

Ride Id

[Add Now](#)

2Jlqn8OKD9

Booking Locations

4:28am • Tue, Sep 9

Vasanth Nagar

XHVX+677, Kaverappa Layout, Vasanth N...

4:51am • Tue, Sep 9

Krishnarajapura

Garuda Blossom, Basavanapura Road, B...

View Driver Receipt

>

Help and Support

>

From Diwakar home to KSR Bengaluru Station

09:26

97%

← Details
Tickets

Cab Non AC Ride

09 Sept 2025 • 09:02 PM
₹397 • Completed

RIDE DETAILS

HV Residence
Basavanapura Rd, HV Residence,
Krishnarajapuram, Bengaluru, Karnataka ...

4, Kempegowda, Sevashrama
Bengaluru, Karnataka 560023, India

Duration: 66.1 mins
Distance: 19.1 kms
Ride ID: RD17574319382158238

RIDE SUMMARY

Suggested Fare: ₹397.0 ^

Ride Charge: ₹397.0

Send via Email >

From Bengaluru to Chennai

From 01st July 2025, Aadhaar authentication of **IRCTC** user profile is mandatory to book Tatkal and Premium Tatkal tickets.

Ticket Confirmation



Dear S SUKUMAR(User Id: sunsukumar),

Thank you for using **IRCTC**'s online rail reservation facility. Your booking details are indicated below.

PNR No. :	4744939051	Train No. / Name :	18022 / KAVERI EXPRESS	Quota :	TATKAL
Transaction ID :	100000035309750	Date & Time of Booking :	08-Sep-2025 10:04:37 AM HRS	Class :	THIRD AC
From :	KSR BENGALURU (SBC)	Date of Journey :	09-Sep-2025	To :	MGR CHENNAI CTL (MAS)
Boarding At :	SBC	Date Of Boarding :	09-Sep-2025	Scheduled Departure* :	09-Sep-2025 23:50
Reservation Up to :	MGR CHENNAI CTL (MAS)	Scheduled Arrival :	10-Sep-2025 06:45	Adult: 1	Child: 0
Passenger Mobile No :	8088254284	Distance :	362KM	Insurance (No. of Pangs) :	1

Passenger Details

Sl. No.	Name	Age	Gender	Catering Service Option	Status	Coach	Seat / Berth / WL No
1	S SUKUMAR	32	Male	N/A	CNF	B2	19

Fare Details (Inclusive of GST)

Ticket Fare	Convenience Fee	eWallet Transaction Charge	Travel Insurance Premium	Total Fare
Rs. 1115.00	Rs. 35.40	Rs. 11.80	Rs. 0.45	Rs. 1162.65 *

* Payment Gateway charges as applicable.