



Request for Travel approval

Executive	Masud Akhter	Date from	26/09/2025
Client / Destination	Lemon Tree Hotels Motihari	Date to	01/11/2025
Purpose	Touché & WebProl'IFIC Implementation and Training	Service Work Order?	
		New Order?	Y
		Billable days	7
		Reimbursable?	Y
		SWO days	
		Balance SWO days	
Ticketing		Expense estimate	
Route	Kolkata-Motihari-TRIVANDRUM	lodging	BY CLIENT
Mode	TRAIN-Flight	Other expenses	BY CLIENT
Cost estimate		Advance required	Nil
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
26/09/2025	Home to Howrah	332/-			
Total		INR			
Other currency total		Total- 332/-			
Per diem	1200/-	Balance Advance	NA		
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.