

Request for Travel approval

Executive	Tushar Maurya	Date from	30/10/2025	
Client / Destination	Lemon Tree Hotels, Dehradun	Date to	06/11/2025	
Purpose	Touché POS and Web Prolific Inventory (Implementation and Live Support)	Service Work Order?		
		New Order?	Y	
		Billable days	6	
		Reimbursable?		
		SWO days		
		Balance SWO days		
Ticketing		Expense estimate		
Route	Morbi - Dehradun - Gurgaon	lodging		
Mode	Air,Road	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	Amount	Stay	Client	Food
30/10/2025	Food at Airport (Meal)				670
06/10/2025	Cab Bill (Airport to Home)	708			
Total		INR 708			670
Per diem	1000	Net	2378		
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.