

Request for Travel approval

Executive	Tushar Maurya	Date from	24/10/2025
Client / Destination	Lemon Tree Hotels, Morbi	Date to	30/10/2025
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	Gurgaon - Morbi - Delhi	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
24/10/2025	Cab Bill (Office to Airport)	329.17			
Total		INR 329.17			
Per diem	1000	Net		1329.17	
Supervisor's approval			Final Approval		

Tushar