

**Request for Travel approval**

|                       |                                                                         |                         |            |
|-----------------------|-------------------------------------------------------------------------|-------------------------|------------|
| Executive             | Tushar Maurya                                                           | Date from               | 04/10/2025 |
| Client / Destination  | Keys Lite by Lemon Tree Hotels, Jaipur                                  | Date to                 | 10/10/2025 |
| 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        |            |
| <b>Ticketing</b>      |                                                                         | <b>Expense estimate</b> |            |
| Route                 | Delhi - Jaipur - Delhi                                                  | lodging                 |            |
| Mode                  | 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                  | Amount     | Stay | Client         | Food |
|-----------------------|----------------------------|------------|------|----------------|------|
| 04/10/2025            | Food in Train (Snacks)     |            |      |                | 100  |
| 04/10/2025            | Cab Bill (Home to Station) | 167.28     |      |                |      |
| 10/10/2025            | Breakfast (Station)        |            |      |                | 80   |
| 10/10/2025            | Cab Bill (Station to Home) | 223.75     |      |                |      |
| <b>Total</b>          |                            | INR 391.03 |      |                | 180  |
| Per diem              |                            | 1000       | Net  | 1571           |      |
| 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 3<sup>rd</sup> 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.