Request for Travel approval

Executive	Akash Malhotra	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?	YES
		Billable days	6
		Reimbursable ?	
		SWO days	
		Balance SWO days	

Ticketing		Expense estimate	
Route	Delhi - Jaipur - Delhi	Lodging	BY CLIENT
Mode	By 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	Travel	Stay	Client	Food
04/10/2025	Food in Train (Snacks)				100
10/10/2025	Breakfast (Station)				80
10/10/2025	Cab Bill (Station to Home)	205.83			
Total		205.83			180
Other currency total					

Per diem	1000	Balance Advance	1385.83
Supervisor's approval	Mohan	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.

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