



Request for Travel approval

Executive	Om Prakash	Date from	26/09/2025
Client / Destination	Lemon Tree Premier, Tirupati	Date to	3/10/2025
Purpose	Implementation & Live support of Touché & Web Prolific.	Service Work Order?	No
		New Order?	YES
		Billable days	6
		Reimbursable?	
Ticketing		Expense estimate	
Route	Delhi - Tirupati - DELHI	Boarding & lodging	By Client
Mode	Arranged by Client	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	Others
26/09/2025	Dwarka Sec 12 to IGI T1 Airport Taxi	264.12			
	D				
03/10/2025	Airport to Dwarka Sec 12 Taxi	500			
Total					
Other currency total					
Per Diem	1250	Balance Advance		264.12+500+1250=2014.12	
Supervisor's approval		Final Approval			

Om Prakash
18/12/2025

Mohan

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.



No./YO Passanger Copy
PRE-PAID TAXI/TSR SERVICE 20028
DELHI TRAFFIC POLICE
PREPAID BOOTH / IGI Airport T-1

Debit/Credit Card Invoice No. Date Time
Passenger's Name Phone No. (Optional)
Destination
Taxi/TSR No. Driver's Name
Fare Rs.
Incentive Rs.
Baggage Rs.
(Night charges) Rs.
Service Charges Rs.
Toll Charges Rs.
Total (in words) (in figure) (Signature of Clerk)

DESTINATION
CODE

1. Check your balance before leaving the Counter.
2. Please retain this receipt upto destination and then hand it over to the driver after your signature on successful completion of journey.
3. An additional 25% will be levied over and above the actual fare as Night Charges for Journey undertaken between 11.00 PM to 5.00 AM in the morning.
4. Luggage charges @ Rs. 10/- & Rs. 15/- (Fifteen) per piece for TSR and Taxies respectively will be chargeable excluding shopping bags/brief cases.
5. Service charges will be levied in cases where receipt are issued is sought to be cancelled.
6. For Fare details see link <https://delhitrafficpolice.nic.in/prepaidbooths>

(Signature of Passenger)



Om Prakash <omdelhi10@gmail.com>

Your Friday morning trip with Uber

1 message

Uber Receipts <noreply@uber.com>
Reply-To: no-reply@replies.uber.com
To: omdelhi10@gmail.com

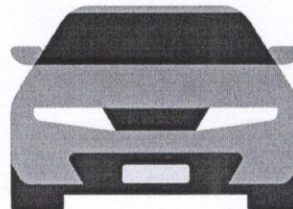
Fri, Sep 26, 2025 at 3:47 AM

Uber

Total ₹264.12
September 26, 2025

Thanks for riding, .OM

We hope you enjoyed your ride
this morning.

**Total****₹264.12**

Trip Charge

₹264.12

Subtotal

₹264.12

Payments**UPI_QR**

9/26/25 3:45 AM

▲ ₹264.12

Failed

**Cash**

9/26/25 3:47 AM

₹264.12

Visit the trip page for more information, including invoices (where available)