

## Request for Travel approval

|                              |                                                              |                            |                   |
|------------------------------|--------------------------------------------------------------|----------------------------|-------------------|
| <b>Executive</b>             | Kanchan Singh                                                | <b>Date from</b>           | 12/12/2025        |
| <b>Client / Destination</b>  | Kayaloram Heritage Lake Resort - Alappuzha                   | <b>Date to</b>             | 19/12/2025        |
| <b>Purpose</b>               | Mycloud PMS And Touché POS (Implementation and Live Support) | <b>Service Work Order?</b> |                   |
|                              |                                                              | <b>New Order?</b>          | Y                 |
|                              |                                                              | <b>Billable days</b>       | 7                 |
|                              |                                                              | <b>Reimbursable?</b>       |                   |
|                              |                                                              | <b>SWO days</b>            |                   |
|                              |                                                              | <b>Balance SWO days</b>    |                   |
| <b>Ticketing</b>             |                                                              | <b>Expense estimate</b>    |                   |
| <b>Route</b>                 | Delhi - Kochi - Delhi                                        | <b>lodging</b>             | Provided By Hotel |
| <b>Mode</b>                  | Air                                                          | <b>Other expenses</b>      |                   |
| <b>Cost estimate</b>         |                                                              | <b>Advance required</b>    |                   |
| <b>Supervisor's approval</b> |                                                              | <b>Final Approval</b>      |                   |

## Cancellation / Modification

Fill in if approved travel is cancelled or modified. Fill in new RoT form for modified travel.

|                              |                       |
|------------------------------|-----------------------|
| <b>Reason</b>                |                       |
| <b>Supervisor's approval</b> | <b>Final Approval</b> |

## Expense Statement

To be filled in after Travel. Must be supported by vouchers where possible.

| Date                         | Reference                         | Amount     | Stay                  | Client | Food |
|------------------------------|-----------------------------------|------------|-----------------------|--------|------|
| 12 <sup>th</sup> Dec 2025    | Food charges at Airport           | 437.74     |                       |        |      |
| 12 <sup>th</sup> Dec 2025    | Food charges                      | 269        |                       |        |      |
| 19 <sup>th</sup> Dec 2025    | Cab charges Delhi Airport to Home | 620.76     |                       |        |      |
|                              | Per Diem 1 Week                   | 1000       |                       |        |      |
| <b>Total</b>                 |                                   | <b>INR</b> | <b>2327.5</b>         |        |      |
| <b>Per diem</b>              |                                   | <b>Net</b> |                       |        |      |
| <b>Supervisor's approval</b> |                                   |            | <b>Final Approval</b> |        |      |