PROLOGIC FIRST
Smart Hospitality Solutions

Request for Travel approval

Executive	Bharat Singh	**Date from**	15th Dec 25
Client / Destination	The Pemako-Thimphu & Punakha Bhutan	**Date to**	04st Jan 26
Purpose	Onsite Webprolific Training & Installation	**Service Work Order?**	N
		New Order?	Y
		Billable days	21
		Reimbursable?	Y
		SWO days	0
		Balance SWO days	0

Ticketing		**Expense estimate**	
Route	New Delhi-Bhutan-New Delhi	**lodging**	
Mode	Flight	**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
15-Dec-25	Home Dwarka Mor To IGI T3 – Metro	60.00			
15-Dec-25	Food	609.00			
05-Jan-25	IGI T3 To Home Dwarka Uber	722.00			
05-Jan-25	Per Diem 21 Days	15,000.00			
Total	INR	**16,391.00**			

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 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.