

## Request for Travel approval

|                              |                                            |                            |                         |
|------------------------------|--------------------------------------------|----------------------------|-------------------------|
| <b>Executive</b>             | Bharat Singh                               | <b>Date from</b>           | 24 <sup>th</sup> Nov 25 |
| <b>Client / Destination</b>  | IHG Voco, Amritsar                         | <b>Date to</b>             | 03 <sup>rd</sup> Dec 25 |
| <b>Purpose</b>               | Onsite Webprolific Training & Installation | <b>Service Work Order?</b> | N                       |
|                              |                                            | <b>New Order?</b>          | Y                       |
|                              |                                            | <b>Billable days</b>       | 7                       |
|                              |                                            | <b>Reimbursable?</b>       | Y                       |
|                              |                                            | <b>SWO days</b>            | 0                       |
|                              |                                            | <b>Balance SWO days</b>    | 0                       |
| <b>Ticketing</b>             |                                            | <b>Expense estimate</b>    |                         |
| <b>Route</b>                 | New Delhi-Amritsar-New Delhi               | <b>lodging</b>             |                         |
| <b>Mode</b>                  | Train                                      | <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 |
|------------------------------|-------------------------------------------|--------------------|-----------------------|--------|------|
| 24-Nov-25                    | Dwarka Mor To New Delhi Railway St.-Metro | 45.00              |                       |        |      |
| 03-Dec-25                    | New Delhi Railway St. To Dwarka Mor-Metro | 45.00              |                       |        |      |
| 03-Dec-25                    | Per Diem 1 Week                           | 1250.00            |                       |        |      |
| <b>Total</b>                 |                                           | <b>INR 1340.00</b> |                       |        |      |
| <b>Supervisor's approval</b> |                                           |                    | <b>Final Approval</b> |        |      |