

Request for Travel approval

Executive	Akash Malhotra	Date from	12/12/2025
Client / Destination	Ashoka Tiger Trail Resort	Date to	16/12/2025
Purpose	Web Prolific (Implementation and Live Support)	Service Work Order?	
		New Order?	YES
		Billable days	5
		Reimbursable ?	
		SWO days	
		Balance SWO days	
Ticketing		Expense estimate	
Route	Delhi - Ramnagar - Delhi	Lodging	BY CLIENT
Mode	By Car	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
12/12/2025	Janakpuri to Ashoka Trail, Jim Corbett (320 KM x 7.5)	2400			
12/12/2025	Breakfast (2 Person)				602
12/12/2025	Toll Charges (Dasna, Chhajarsi, Brijghat, Joya) (85,165,105,70)	425			
16/12/2025	Ashoka Trail, Jim Corbett to Janakpuri (310 KM x 7.5)				
16/12/2025	Dinner (2 Person)	2325			469
16/12/2025	Toll Charges (Joya, Brijghat, Chhajarsi, Dasna)	425			
Total		5575			1071
Other currency total					
Per diem		Balance Advance		6646	
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.