

Request for Travel approval

Executive	Pravin Kumar	Date from	12/12/2025
Client / Destination	Ashoka Tiger trail Resorts	Date to	16/12/2025
Purpose	MyCloud PMS & POS (Implementation and Live Support)	Service Work Order?	
		New Order?	Y
		Billable days	5
		Reimbursable?	
		SWO days	
		Balance SWO days	
Ticketing		Expense estimate	
Route	Gurugram(Home) - Jim Corbet - Gurugram(Home)	lodging	
Mode	Road	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
12/12/2025	Cab Bill (Home To tilak Nagar Metro)	654.48			
16/12/2025	Cab Bill(Dhaura Kaun to Home)	570.40			
Total		INR 1224.48			
Per diem		Net	1224.48		
Supervisor's approval			Final Approval		

Pravin

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.

Thanks for riding, Pravin

We hope you enjoyed your ride this morning.

Total

₹654.48

Suggested fare

₹334.48

Dwarka Expressway (Bijwasan) Toll ⓘ

₹220.00

MCD Toll ⓘ

₹100.00

Payments



Cash

12/12/25 6:06 AM

₹654.48

This receipt reflects the Suggested Fare (excluding GST) and is not a tax invoice, but can be used for official reimbursement purposes. No GST is being recovered by Uber from the riders on this Trip. Uber does not provide transportation services; Issued on behalf of EVEREST FLEET PRIVATE LIMITED

Trip details



Uber Go

25.85 kilometers, 39 minutes

License Plate:

HR55AS4766

Thanks for riding, Pravin

We hope you enjoyed your ride this evening.

Total ₹570.40

Suggested fare ₹470.40

Tolls and surcharges ⓘ ₹100.00

Payments



Cash
12/16/25 11:53 PM

₹570.40

This receipt reflects the Suggested Fare (excluding GST) and is not a tax invoice, but can be used for official reimbursement purposes. No GST is being recovered by Uber from the riders on this Trip. Uber does not provide transportation services; Issued on behalf of SATPAL SINGH

Trip details



Uber Go
25.06 kilometers, 31 minutes

License Plate:
HR38AD4756