

Request for Travel approval

Executive	Tushar Maurya	Date from	22/01/2026
Client / Destination	MAYFAIR Hotels & Resorts Ltd.	Date to	05/02/2026
Purpose	Touché POS (Implementation and Live Support)	Service Work Order?	
		New Order?	Y
		Billable days	
		Reimbursable?	
		SWO days	
		Balance SWO days	
Ticketing		Expense estimate	
Route	Gurgaon - Bhubaneswar - Gurgaon	lodging	
Mode	Air, 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
22/01/2026	Cab Bill (Home to Airport)	322.73			
Total		INR 322.73			
Per diem	2000	Net	2322.73		
Supervisor's approval			Final Approval		

