

Request for Travel approval

Executive	Pravin Kumar	Date from	22/03/2026
Client / Destination	Essentia Udaipur	Date to	05/04/2026
Purpose	Mycloud PMS, Flutter Touche & Banquet (Implementation and Live Support)	Service Work Order?	
		New Order?	Y
		Billable days	14
		Reimbursable?	
		SWO days	
		Balance SWO days	
Ticketing		Expense estimate	
Route	Gurgaon - Udaipur - 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
22/03/2026	Cab Bill (Room to Airport)	548.04			
05/04/2026	Cab Bill(Airport to Room)	809.95			
Total		INR 1357.99			
Per diem	1000*2=2000	Net		3357.99	
Supervisor's approval			Final Approval		

[Signature]

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.