

Request for Travel approval

Executive	Kanchan Singh	Date from	22/03/2026	
Client / Destination	Beleza By The Beach - Goa	Date to	04/04/2026	
Purpose	Mycloud PMS , Touché POS and other interfaces (Implementation and Live Support)	Service Work Order?		
		New Order?	Y	
		Billable days		
		Reimbursable?		
		SWO days		
		Balance SWO days		
Ticketing		Expense estimate		
Route	Delhi - Goa - Delhi	lodging	Provided By Hotel	
Mode	Air	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 nd Mar 2026	Cab Charges	386.16			
4 th Apr 2026	Food charges	603.75			
4 th Apr 2026	Cab charges Delhi Airport to Home	511.73			
	Per Diem 2 Week	2000			
Total		INR	Rs.3501.64		
Per diem		Net			
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.