

Request for Travel approval

Executive	Tushar Maurya	Date from	23/03/2026
Client / Destination	KEYS SELECT BY LEMON TREE HOTELS VADODARA	Date to	28/03/2026
Purpose	Touché POS and Web Prolific Inventory (Implementation and Live Support)	Service Work Order?	
		New Order?	Y
		Billable days	6
		Reimbursable?	
		SWO days	
		Balance SWO days	

Ticketing		Expense estimate	
Route	Gurgaon - Vadodara - 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		Final Approval
Supervisor's approval		

Expense Statement

To be filled in after Travel. Must be supported by vouchers where possible.

Date	Reference	Amount	Stay	Client	Food
23/03/2026	Cab Bill Home to Airport	401.61			
28/03/2026	Cab Bill Airport to Home	647.14			
Total		INR 1048.75			
Per diem	1000	Net	2048.75		
Supervisor's approval		Final Approval			
					