

Request for Travel approval

Executive	Bharat Singh	Date from	20 th Mar 26
Client / Destination	The Blue Water Hotel and Spa, Sri Lanka	Date to	03 th Apr 26
Purpose	Onsite WebProl'IFIC Training & Installation	Service Work Order?	N
		New Order?	Y
		Billable days	13
		Reimbursable?	Y
		SWO days	0
		Balance SWO days	0
Ticketing		Expense estimate	
Route	New Delhi-Sri Lanka-New Delhi	lodging	
Mode	Flight	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
19-Mar-26	150 USD Purchase	14,130.00			
20-Mar-26	Advance Received	-14,130.00			
19-Mar-26	Home To IGI T3 Metro	60.00			
04-Apr-26	IGI T3 To Home Dwarka Mor Cab	810.00			
Total		INR 870.00			
Per diem		Net			
Supervisor's approval			Final Approval		