

Request for Travel approval

Executive	Akash Malhotra	Date from	25/03/2026
Client / Destination	Mayfair World Cup Village Mayfair Rourkela Garden	Date to	04/04/2026
Purpose	Touche , Smart Link Interface, Cap Server, Elnvoice (Implementation and Live Support)	Service Work Order?	
		New Order?	YES
		Billable days	11
		Reimbursable ?	
		SWO days	
		Balance SWO days	
Ticketing		Expense estimate	
Route	Delhi - Jhasuguda - Rourkela - Delhi	Lodging	BY CLIENT
Mode	By Air , Car	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	Travel	Stay	Client	Food
25/03/2026	Janakpuri to Airport	432.96			
04/04/2026	Food Bill				210
04/04/2026	Airport to Janakpuri	652.56			
Total		1085.52			210
Other currency total					
Per diem	1000	Balance Advance	2296		
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.