

Request for Travel approval

Executive	Siddharth Pandey	Date from	29/03/2026
Client / Destination	Mayfair World Cup Village Mayfair Rourkela Garden	Date to	04/04/2026
Purpose	Training and Live Support	Service Work Order?	
		New Order?	YES
		Billable days	7
		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
29/03/2026	Sikandarpur to Airport	627			
04/04/2026	Food Bill				210
04/04/2026	Airport to Sikandarpur	860.41			
Total					
Other currency total		1697.41			
Per diem		Balance Advance			
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.

Booking History

Customer Name

rapido

Siddharth

Ride ID

RD17747590702246409

Driver name

Kamlesh Kumar

Vehicle Number

HR55AQ6310

Mode of Vehicle

Car

Time of Ride

Mar 29th 2026, 10:15 AM

Selected Price

₹ 627

📍 A1, Swarna Jayanti Marg, Sect. 26, Sikanderpur, DLF Phase 1, Sector 26, Gurugram, Haryana 122002, India

📍 Indira Gandhi Int'l Airport (DEL), New Delhi, Delhi 110037, India

This document is issued on request by the passenger. Rapido does not collect any fee/commission from passengers and shall not issue tax invoices to the passengers under this segment. The document may be used for all official / reimbursement purposes.

*Selected Price refers to the initial price decided between User and Drivers from the estimated price range



Apr 4, 2026
6:24 PM

Uber

Thanks for riding, Siddharth

We hope you enjoyed your ride this evening.

Total

₹860.41

Suggested fare

₹366.32

Booking Fee ⓘ

₹4.99

Paid to Airport

₹389.10

Tolls and surcharges ⓘ

₹100.00

Payments

Cash

₹860.41



4/4/26 7:25 PM

UPI Scan and Pay

▲ ₹860.41



4/4/26 7:16 PM

Failed

This receipt reflects the Suggested Fare (excluding GST) and is not a tax invoice, but can be used for official reimbursement purposes. No GST is being recovered by Uber from the riders on this Trip.

Uber does not provide transportation services; Issued on behalf of RAJNISH PAL

Trip details



Uber Go

15.94 kilometers, 45 minutes

License Plate:

UP30DT8069



Scanned with OKEN Scanner

Invoice

Snacks bar

Vss jharsuguda airport odisha, 768204

GSTIN : 21AAJFV3794M1ZM

9303184002

USER

Rel9780

Date : 04-04-2026

Bill

833014 463

Time : 14:47:00

S.No Item

Qty M.R.P Rate Amt

1	LATTE	1	210	210	210
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Total

(without discount)

210

(with discount)

210

TOTAL RS. 210

TOTAL UNIQUE QTY : 1

TOTAL QTY : 1

SUB TOTAL : Rs. 210

PAYMENT RECEIVED : Rs. 210

GRAND TOTAL : Rs. 210

REFUND : 0

TYPE

AMOUNT

TAX

SGST :

210.00

5.00

CGST :

210.00

5.00

Amount

Timeline

Date

Mode

Rs. 210

04-04-2026

cash

Thanks for your visit at

Snacks bar

POS Powered By RelOPS

