

Request for Travel approval

Executive	Pravin Kumar	Date from	10/04/2026
Client / Destination	Essentia Nagpur	Date to	24/04/2026
Purpose	Mycloud PMS, Flutter Touche & Banquet (Implementation and Live Support)	Service Work Order?	
		New Order?	Y
		Billable days	14
		Reimbursable?	
		SWO days	
		Balance SWO days	

Ticketing		Expense estimate	
Route	Gurgaon - Nagpur - 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	
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
10 th April	Home to Airport	614			
24 th April	Airport to Home	955			
Total		INR 1669			
Per diem		1000*2=2000	Net	3669	
Supervisor's approval			Final Approval		

[Signature]