

Request for Travel approval

Executive	Tushar Maurya	Date from	10/05/2026
Client / Destination	Key Select By Lemon Tree Hotels, Chirang	Date to	16/05/2026
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 - Chriang - Gurgaon	lodging	
Mode	Air, Road, Train	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
10/05/2026	Cab Bill Home to Airport	290.16			
10/05/2026	Meal on Airport				551.26
16/05/2026	Cab Bill Airport to Home	785.66			
Total		INR 1091.66			551.26
Per diem	1000	Net		2642.92	
Supervisor's approval		Final Approval			

[Signature]