

Request for Travel approval

Executive	Tushar Maurya		Date from	11/06/2026
Client / Destination	Lemon Tree Hotels, Shri Ganganagar		Date to	18/06/2026
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 - Shri Ganganagar - Gurgaon		Lodging	
Mode	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
11/06/2026	Cab-Bill Home to Station	439.74			
19/06/2026	Cab-Bill Station to Home	790.59			
Total		INR 1288.74			
Per diem	1000	Net	2288.74		
Supervisor's approval			Final Approval		

Mohan