

Request for Travel approval

Executive	Tushar Maurya	Date from	02/05/2026
Client / Destination	Key Select By Lemon Tree Hotel, Amritsar	Date to	09/05/2026
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 - Amritsar - 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
02/05/2026	Cab Bill Home to Railway Station	571.02			
09/05/2026	Cab Bill Railway Station to Home	408.69			
Total		INR 979.71			
Per diem	1000	Net		1979.71	
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.