

Request for Travel approval

Executive	Bharat Singh	Date from	23 rd Jun 26
Client / Destination		Date to	08 th Jul 26
Purpose	Onsite WebProl'IFIC Training & Installation	Service Work Order?	N
		New Order?	Y
		Billable days	16
		Reimbursable?	Y
		SWO days	0
		Balance SWO days	0
Ticketing		Expense estimate	
Route	New Delhi-Maldives-New Delhi	lodging	
Mode	Flight	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
17-Jun-26	Advance Received	-14,200.00			
23-Jun-26	Dwarka Mor To IGI T1	280.00			
09-Jul-26	Food	580.00			
09-Jul-26	IGI T1 To Dwarka Mor	664.00			
09-Jul-26	150 USD Per Diem	14200.00			
Total		INR 1524.00			
Per diem		Net			
Supervisor's approval			Final Approval		

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.