

Request for Travel approval

Executive	Kanchan Singh	Date from	07/06/2026
Client / Destination	Mango Hill Hotels (Amber/Central Chennai/Auroville/Shallow Beach/la Serene/Shola Ooty/Central Ooty/ Hotel Vinayaga/ Vinayaga Excellency/Coimbatore/Yercaud/Kodai)	Date to	16/07/2026
Purpose	MyCloud PMS , Touché POS and other interfaces (Implementation and Live Support)	Service Work Order?	
		New Order?	Y
		Billable days	
		Reimbursable?	
		SWO days	
		Balance SWO days	
Ticketing		Expense estimate	
Route	Delhi - Chennai	lodging	Provided By Hotel
Mode	Air	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
7 th Jun 2026	Cab Charges	₹225.32			
7 th Jun 2026	Food Charges	₹390.00			₹390.00
11 th Jun 2026	Cab Charges	₹60.53			
18 th Jul 2026	Food Charges	₹400.00			₹400.00
18 th Jul 2026	Cab Charges	₹637.00			
	Total	₹1712.85			
	Total Activity Days On Site- 38				
	Per Diem	₹7000.00			
Total Net Amount		₹8712.85			
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.