

Request for Travel approval

Executive	Akash Malhotra	Date from	25/08/2026
Client / Destination	Mayfair Sanctuary & Convention, Bhubaneswar	Date to	05/09/2026
Purpose	Touche , Smart Link Interface, Cap Server, Elnvoice (Implementation and Live Support)	Service Work Order?	
		New Order?	YES
		Billable days	10
		Reimbursable ?	
		SWO days	
		Balance SWO days	
Ticketing		Expense estimate	
Route	Delhi - Bhubaneswar - Delhi	Lodging	BY CLIENT
Mode	By 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	Travel	Stay	Client	Food
25/08/2026	Janakpuri to Airport	430			
25/08/2026	Lunch				662
06/09/2026	Airport to Janakpuri	720			
Total					
Other currency total					
Per diem		1000	Balance Advance	2,812	
Supervisor's approval				Final Approval	

Mohan

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.

06 Sep, 2026

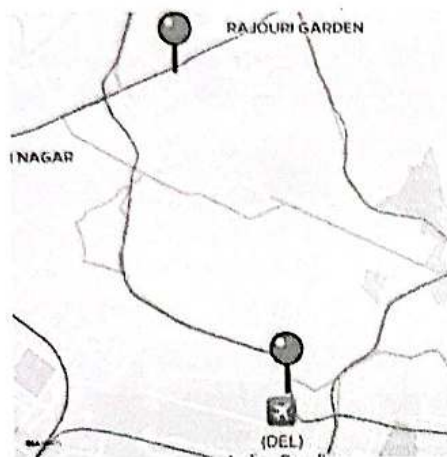


₹720

CRN10956816835

Thanks for travelling with us, Akash Malhotra

Ride Details



SUNIL KAJALA



10.1 km 28 min



Prime Plus - White Tour S CNG

- 02:45 PM** • T1 - Ola Pickup Zone, Indira Gandhi International Airport T1 (Domestic)
- 03:26 PM** • Hari Mandir, 71/84, Mandir Marg, Prem Nagar, Janakpuri, New Delhi, Delhi, 110058, India

Bill Details

Ride Fare	₹453.21
Transport hub charge*	₹260
Convenience Fees	₹4.24
Total Bill (rounded)	₹717
Insurance premium	₹3
Total Payable	₹720

Have queries? Visit support for this ride.

* This document is issued at the passenger's request for reference purposes only and may be used for reimbursement or official documentation as applicable.

* Hub Charges: The Airport Hub are the charges collected as fees and payable to airport agencies by Ola for using airport terminal facilities enabling the user and the driver for airport terminal pick-up services.

* Note: Price here is "Selected Price" which denotes fare mutually agreed upon by the user and the driver, selected from within a system-generated estimated price range.

Payment

Paid by Amazon Pay

₹720

In case of any complaint/grievance against this receipt, write to us at

Grievance officer, ANI Technologies Private Limited, Ola Campus, Prestige RMZ star tech, C wing, Koramangala Industrial layout, Koramangala, Hosur road, Bengaluru, Karnataka, 560095

Please Note: 1) Insurance Service is not provided by ANI Technologies Private Limited. Invoice for the Insurance fee collected for the ride will be raised by the respective Insurance company.

25 Aug, 2026

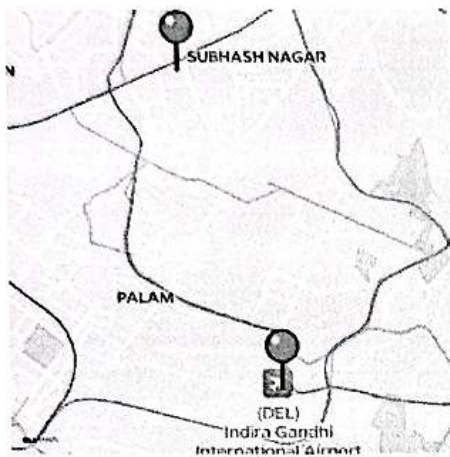


₹430

CRN11229842951

Thanks for travelling with us, Akash Malhotra

Ride Details



**JAMALUDDIN
NA**



13.2 km 46 min



Prime Sedan - White Swift Dzire

- 10:33 AM** • 71/89, Prem Nagar,
Janakpuri, Delhi, 110058,
India
- 11:18 AM** • General Aviation Lounge
Entrance, Road To New
Domestic Terminal 1D, Indira
Gandhi International Airport,
New Delhi, Delhi, 110037,
India

Bill Details

Ride Fare	₹420.79
Convenience Fees	₹5.93
Total Bill (rounded)	₹427
Insurance premium	₹3
Total Payable	₹430

Have queries? Visit support for this ride.

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Note: Price here is "Selected Price" which denotes fare mutually agreed upon by the user and the driver, selected from within a system-generated estimated price range.

Payment



Paid by Amazon Pay

₹430

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Please Note: 1) Insurance Service is not provided by ANI Technologies Private Limited. Invoice for the insurance fee collected for the ride will be

Your order number is
2563

Connaught Plaza Restaurants Pvt. Ltd.
Store No. 16, Domestic Departure
Food Court Level 5, New Terminal 1
161 Airport, New Delhi 110037
State Code - 07

Ph:
McDelivery: www.mcdeliveryonline.com
GSTIN - 07AAACC1201E12L
ISSAI No. 13324003000495
Tax Invoice

Service: RESTAURANT SERVICES(SAC-996331)

Crew Id 1.- Kiosk User

CROSS REFERENCE OF PAYMENT
INV# 3140273025033362
Payment Mode : UP
Transaction ID : 11145110513140273025033362
Transaction Date : 25/08/2026 12:09:04

QTY	ITEM	TOTAL
1	EVN Spicy PNR Wrap*	630.00
1	Med Coke	
1	Med Fries*	
1	Complimentary Ketchup	
1	McSpicy Pnr Wrap*	
1	Complimentary Ketchup	

Sub-Total	630.00
CGST@2.5%	15.75
SGST @2.5%	15.75

Fat-In Total	661.50
UPI	661.50

TOTAL INCLUDES GST OF	31.50
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CIN No. : U74899DL1995PTC070306
Total Invoiced Amount is rounded off to
next nearest Rupee for Cash Transaction
Above Items Served are not for re-sale
Thank you please come again
Web: <https://www.mcdindia.com>
Feedback Email: customer@del.in.mcd.com
Feedback: <https://mcdindia.com/feedback>
Pursuant to Notfn No.17/2021- CI (R)
dtd 18.11.2021, GST to be collected by
E-Com operator for transactions done
through their platform"



Your feedback is important to us!
Tell us about your experience at
<https://mcdindia.com/feedback>
CRCYF-JCKAR-CHJHM-DRJFJ-CCCCD-CPC4
Alternatively scan this QR code:



Thank you
