

TRAVEL ADVANCE REQUEST

Employee ID :

 Destination :
 Purpose :

Name :
 Dept. :
 Departure : Return :
 Total Day : Total request :

Type of Expense	Description	Budget	Request	Qty	Units	Total
Airfare	a.					
	b.					
	c.					-
	d.					
Local Transportation	a.			5	Day(s)	10,000.00
	b.				Day(s)	
Hotel				4	Day(s)	
Meal (Breakfast, Lunch, dinner				5	Day(s)	10,000.00
Miscellaneous				2	Occasion(s)	
Other				1	Unit(s)	-

Notes :

I accept as I am on tour it's my duty to inform about daily progress
 (CRM, customer Whatsup group) to customer , sales person , project manager. I will accept to sign in when I enter customer
 premises . Agreed that Tour report submission, reimbursement should be within 10 days of return. If it's not done I am aware that
 HR will consider PW of the same also local and outstation conveyance, site advance will not be sanctioned.

Signature of Employee : Bhushan Chopade

Signature of HR : Daulatkumar Pawar

Signature of Manager : Avinash Mahamuni

Date:

Date:

Date:

