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| --- | --- |
| Mindtree Limited | |
|
| Advance Type \* | |
| Request Date \* | 21-NOVEMBER-2022 |
| Employee ID \* | M1069586 |
| Employee Name \* | A K DEVENDRA REDDY |
| Competency \* | C2 |
| Business Unit \* | SERVICE LINE |
| Project | PC-REPORTING-PRJ016238 |
| Current Location \* | Herzogenaurach |
| Advance Type \* | Travel Advance |
|
| Country \* | GERMANY |
| Amount Requested \* | **3141.85** |
| Currency \* | EURO |
| Remarks | Required for Paying the room rent in Erlangen |
| Travel Location/ Relocating Destination \* | ERLANGEN |
| Travel dates /Relocation Date\* | 19TH NOVEMBER TO 19TH DECEMBER 2022 |
| Amex Card Status \* | NA |
| 1. Fields marked with \* are compulsory. | |
| 2. Dates are in mm/dd/yyyy format. | |
| **Declaration** | |
|  |  |
| I hereby authorize Mindtree Limited to deduct this amount in a Single installment for non settlement of advance within 10 working days of travel/Relocation/event completion. | |
|  |  |
| **Manager Approval** |  |
| **MID** |  |
| **Date** |  |
| **People Function Approval** | **Employee Signature:A K Devendra Reddy** |
| **Name** |  |
| **Signature:** | **Date:21-Nov-22** |
|  |  |
|  |  |
| Note: *The amount would be credited to the Mindtree Mind’s bank account / other mode as feasible.* | |
| ·        Based on Number days travel advance will be calculated an issued | |
| ·    Travel/relocation advance will be deducted from payroll without any notification | |
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