**Travel to India/US Business Plan**

*If you are planning a business trip as a US/European based employee traveling to India OR an India based employee traveling to the US, you are required to fill out this form completely, gain appropriate manager and VP level approvals, and submit it to travel team in order to begin the process of travel booking.*

*As a reminder, employees traveling to India are generally traveling on a business visa. This visa allows the employee to make sales or establish contacts, consult with business associates, participate in short term trainings and meetings and observe the business. Work with your leadership to ensure the trip fits these criteria when preparing your business plan.*

**Name: Anand Kumar Nigam**

**Division: Product Development**

**Proposed Travel Dates: 24 Apr to**

**Business Plan**

1. Business Need

*Meet the key stakeholders in Inquisium product for better understanding of the roadmap Would also meet architects team lead for information related to java service development.*

1. Goals and Objectives

*One of the goals is to meet the product owners and have a good understanding of the roadmap. Will be meeting architects to learn about the dropwizard services and how to monitor them.*

1. Planned Meetings

*Tom Trainer – Inquisium product owner*

*Umer Riaz – Inquisium architect*

*Brent Ryan - Architect*

*Michael Lu – VP Product development*

**Approval Process**

**The signatures of the people below indicate an understanding of the purpose of business travel and grants approval to the requester to execute proposed plan.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approver Name** | **Title** | **Signature** | **Date** |
| *Krishan Gupta* | *Director, Product Development* |  | 4/22/16 |
| *Vikas Gulati* | *Associate Vice President , Technology* |  | 4/22/16 |

**Expectations**

It is your responsibility while traveling to send a weekly email update to all relevant stakeholders (determined by you and your manager) on accomplishments and future objectives.

Upon final travel approval, you and your manager should work together to plan for appropriate messaging of your trip goals and objectives to the team you will be influencing.

**Employee Confirmation**

* Traveling employee understands that s/he must send a weekly email update to all stakeholders

*Please list stakeholders:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* A date is calendared whereby the US team will be VTC’d with the traveling employee

and manager to understand goals and objectives of the trip.

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Employee Signature Date