

Request Information

Destination	asdf
Purpose	adsf
Start Date	2024-02-08
End Date	2024-02-23
Status	Being Processed
Current Handler	asif_administration9

Requester Information

Name	asif_merchandising
Email	asif_merchandising@gmail.com
Designation	Management Trainee Officer
Department	administration
Extension	asasd121212
Phone	12

Ticket Quotations

Quotation Giver	Quotation	Status	Invoices	Approvals
Gold Air	Air ticket economic class	Confirmed		

Quotation Giver	200USD Round Trip Quotation	Status	Hotel Booking-page-001_ea9941ce.jpg Invoices	Approvals
	asif_merchandising 400USD Total Cost 0400USD			

Hotel Quotations				
Quotation Giver	Quotation	Status	Invoices	Approvals
asif_administration9	<div><b>Hotel Hilton</b> <b>Location:</b>Some Address <b>Room</b> <b>Type:</b> King <b>Average Rate:</b>2000 <b>Actual Rate:</b>200 <b>Number of Rooms:</b>4</div> <b>Grand Total</b> 800 <b>asif_merchandising</b> 2000	Confirmed	Air Ticket_d95d8078.pdf	

Activities	
Date	Activity
2024-02-15	Meeting with buyer
2024-02-22	attending fare

Meetings		
Subject	Attendees	Agenda
Discussing new orders	Garima Carl Xavier	Getting the new order from mr xavier

## Objectives

### Objective

To enhance the production order To introduce new product

## Items Needed To Take

### Item

Hangers 100 pieces Swatches 200 pieces

## Help Required From

### Person

Monir

## Allocated Budget

Total Daily Allowance	1000			
Total Budget	1600			
Notes	he needed more money			
Budget Breakdown				
Item	Quantity	Cost	Total	
Lunch	4	400	1600	
Dinner	4	600	2400	

