

TRAVEL REQUEST FORM

Date:	(current date)	Department:	(dont have yet)
Employee Name:	TAN CHEE SEN	Employee ID:	(dont have yet)
Phone Number:	(dont have yet)	Email Address:	tancheesen123@gmail.com
Dates of Travel:	2025-4-12 to 2025-4-13		

Flight Information

AirLine	BATIK AIR MALAYSIA		
Origin	KUL	Destination	ICN
Departure Date	2025-02-16	Return Date	2025-02-16
Trip Type	Single	Cabin Class	Economy
Flight	OD820		

Selected Flight:

☐ Price: RM 614.00

Accommodation Information

Hotel Name	Best Western Jardin De Cluny		
City	PAR		
Check-in Date	2025-02-12	Check-out Date	2025-02-16
Hotel Rating	3 stars	Room Category	STANDARD_ROOM

Selected Hotel:

☐ Price: RM 4248.50
☐ Description: MULTI NIGHT STAY PROMOTION
1 DOUBLE BED, NSMK, CLASSIC STANDARD

Approval

☐ Manager Approval Required?

Notes:

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____