

TRAVEL TOOL

Employee Details			
HRMS ID:	WorkDay ID	Employee Name:	Last Name
<input type="text" value="00556025"/>	<input type="text" value="00040052131"/>	<input type="text" value="Srikanth"/>	<input type="text" value="Kotakonda"/>
Email ID:	Mobile/Contact No:	Designation:	Grade:
<input type="text" value="Srikanth.Kotakonda@colli"/>	<input type="text" value="9422209288"/>	<input type="text" value="Post Graduate Engineer T"/>	<input type="text" value="P1"/>
Site:	Site Address	Compant code	SBU
<input type="text" value="North Gate"/>	<input type="text" value="Northgate Business Park,"/>	<input type="text" value="HRC"/>	<input type="text" value="Others"/>
Director/VP approval:	Cost Center:		
<input type="text" value="E40052131"/>	<input type="text" value="GB1"/>		
purpose of Travel In breif	Supervisor Email Id:		
<input type="text" value="Cyber Security Training fr"/>	<input type="text" value="balaram.rachumallu@colli"/>		
Address Details			
Home / Apartment Name, Floor & Number:	Road / Street Name:	Layout / Town:	Landmark:
<input type="text" value="Flat 202 Sree Nivasam A"/>	<input type="text" value="TNGOs Colony Phase-II,"/>	<input type="text" value="Hanamkonda"/>	<input type="text" value="Near Venkateshwara swa"/>
State:	City:	Zipcode:	
<input type="text" value="Telangana"/>	<input type="text" value="Warangal"/>	<input type="text" value="506001"/>	
Emergency Information			
Residence Contact Person:	Mobile Number:	Residence Number:	Email ID:
<input type="text" value="K Manorama"/>	<input type="text" value="9491206044"/>	<input type="text" value="09491206028"/>	<input type="text" value="Srikanth.Kotakonda@col"/>

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Name of Beneficiary for Insurance Purposes:

K Manorama

Relationship of Beneficiary:

Spouse

Onward Journey		Return Journey	
Depature	Arrival	Depature	Arrival
2024-01-29	2024-01-29	2024-02-02	2024-02-02
State	State	State	State
Telangana	Karnataka	Karnataka	Telangana
City	City	City	City
		Bangalore Urban	Hyderabad