**Employee Details:**

|  |  |
| --- | --- |
| Request Date | requestSubmissionDate |
| Name | requesterName |
| ID | employeeId |
| Cost Code | employeeCostCode |
| Email | employeeEmail |
| Number | employeePrimaryNumber |
| Department | employeeDepartment |

**Travelling Details:**

|  |  |
| --- | --- |
| Source | source |
| Destination | destination |
| Departure Date | departureDate |
| Return Date | returnDate |
| Purpose of Travel | purpose |
| Approver Name | managerName |
| Approver Email | managerEmail |
| Approval Email Attached | managerApprovalEmailAttached |
| Approval Date | approvalDate |

**Departure Flight Details:**

|  |  |
| --- | --- |
| Flight Number | depFlightNumber |
| Departure Time | depTime |
| Arrival Time | depArrivalTime |

**Return Flight Details:**

|  |  |
| --- | --- |
| Flight Number | returnFlightNumber |
| Departure Time | returnDepTime |
| Arrival Time | returnArrivalTime |

**Hotel Details:**

|  |  |
| --- | --- |
| Hotel Name | hotelName |
| Address | hotelAddress |
| Check-In Date | checkInDate |
| Check-Out Date | checkOutDate |