Travel Request System

Employee Information   —

Application/ Form No.

HRD-BTC-CC-0001

Employee ID

BTC Employee Code

Employee Name

Employee Position Code

Designation

Department

Department Head

Cost Center

Cost Center Head

Passport Number

Passport Epiry

Qatar ID

Qatar Expiry

Location

Section

Contact Details

Air Travel Details   —

Port Of Origin

Delhi

Port Of Destination

Delhi

Ticket Class

Any

Travel Days

5

Daily Allowance

0.00

Currency

Dollar USD

Purpose of Visit

Additional Travel Details −

Departure Date

01 Dec 2018

Return Date

29 Oct 2018

Preferred Departure Time

12:45 AM

Preferred Return Time

12:45 AM

First Day of Business

Last Day of Business

Remarks

Enter Travel Remarks...

Accomodation Details −

Air Ticket Arrangement

BTC

Hotel Name

Travel Allowance

BTC

Check In Date

Check In Date

Hotel Stay

BTC

Check In Time

12:45 AM

Hotel Category

Any

Check Out Date

Room Category

Any

Check Out Time

12:45 AM

Room Type

Single

Airport Pickup

No

Additional Expenses

0.00

Remarks   —

Enter Travel Request Remarks...