|  |  |
| --- | --- |
| **[A]** | **TRAVELLER INFORMATION** |
|  |
| Name  | : |  |  | Request Date | : |  |
| Designation | : |  |
| Cost Center / Project Line Code | : |  | Travel City/Country | : |  |
| Travel Dates | : | (From) |  | (To) |  |
| Personal Extension Dates *(if any)* | : |  |
|  |
| **[B]** | **PURPOSE OF TRAVEL** |
|  |
| (1) | Please indicate clear purpose of travel, and any other further explanations, if required.  |
|  |  |
|  |  |
|  |  |
|  |
|  |
| (2) | Action Plans (to include customer meeting plan) |
|  |  |
|  |  |
|  |  |
|  |
| ***\*Please notify respective Country GM for Business travel to the country as costs will be charged to the country.*** |

|  |  |  |
| --- | --- | --- |
| **Traveller** Signature | : |  |
| **Normal Approver** Name & Signature | : |  |
| **Exception Approver** Name & Signature | : |  |
| ***For Home Trip Only*****Verified by HR**Name & Signature | : |  |