|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **[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 | : |  |