ARVIND Fashions LIMITED

**TRAVEL REQUISITION**

Name Emp. Code. : Designation : Date of Requisition : / Emp. Mobile Nol :

EBO / MBO / MM SALES : Eligibility Mode for Travel : Air / Train / Bus

*(PI. mention age in case of train travel) Yrs*

Excess Baggage : Kg. ***Reasons for Excess Baggage :***

Purpose of travel :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sector Form | Sector To | Flight No./ Train Name | Date | Departure | Arrival | Remarks |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

Guest House Accommodation : Required / Not Required : Location

Hotel Accommodation : Required / Not Required : Location If Required,

Remarks : Cash Advance Required Rs. (Only for Cash Expenses) Costs Chargeable to Brand (s) :

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BRAND | AR | LE | WR | FM | RU | EX | NP | BI | LYTH | RT | AXS | THF | COMMON |
| % Share |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Travel Settlement : (to be filled by Travel desk)

Fare : Booking No. : Lodging : Boarding : Non-Hotel Stay : Total :

# BRAND :

Bill No. : Bills cleared on : Conveyance : Other expenses : Settled on :

Note : Travel statements have to be settled within 48 hrs of your completion of travel

# Signature of Traveller Travel Co-ordinator Approved by

