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| **Authorized Travel Request****Tracking Number:** **Short Description:**

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| **Note:** No ticket will be booked without required approval.If you do not receive confirmation by way itinerary, you must follow up with approver to ensure timely submission of this ATR. |
| **Instruction for Forwarding,Approving,Submitting:** |  |  |  |
| 1: Traveler completes form.Traveler line manager approve it or If line manager is not Final approver then line manager forward it to next person |  |  |  |
| 2: If Next person is not 'Authorised' Final approver,he again forword to next one. |  |  |  |
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| **Request Information** |
| Employee :\* |        |
| Designation : |       | Department : |        |
| Date Of ATR Request (DD-MM-YYYY) :\* |       | Employee(s) Traveling :\* |       |
| From Travel Date (DD-MM-YYYY) :\* |       | To Travel Date (DD-MM-YYYY) :\* |       |
| Destination : |       | Status : |       |

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| **Justification for Travel(Check all applicable):\*** |
| Customer | [ ]  | Management Training | [ ]  |
| Other | [ ]  | Training | [ ]  |
| Acquisition | [ ]  |  |  |
|  | (Must explain "Other" in comments field.) |  |  |
| Comments |       |  |  |

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| **Direct Billing** |
| Airfare | [ ]  | Rental Car | [ ]  |
|  | (Airfare is always Direct Billed when expensed.) |
|  |  |  |  |
| Hotel | [ ]  |  |  |
|  |  |  |  |
| Lowest Cost Option utilized :\* | [ ] Yes    [ ] No |  |  |
|  | No(s) will be reported on monthly exception report provided to your functional executive. |

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| **Policy Deviations** |
| Connections: | [ ]  | ATR: | [ ]  |
| Times: | [ ]  | Not booked through DecisionOne travel agency: | [ ]  |
| Carrier preference: | [ ]  | Other: | [ ]  |
| Non-refundable ticket: | [ ]  |  |  |

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| **Travel Expense** |
| Air |  |  | $      | Round Trip |
| Car | $      | Per Day | $      | Total For Duration |
| Hotel | $      | Per Night | $      | Total For Duration |
| Meals(Estimate) | $      | Per Day | $      | Total For Duration |
| Other | $      |  | $      | Total For Duration |
|  |  |  |  |  |
|  |    | Total Expenses: | $      |  |

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| **General Comments** |
| Comments : |       |

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