



KRISUMI CORPORATION

Annexure to Domestic Travel Policy

DOMESTIC TOUR APPROVAL CUM ADVANCE REQUISITION FORM

Date: 04.07.25

Name: Pournima Kshirsagar

Emp. Code No. K - 1357

Designation: Sr. General Manager (landscape architect)

Department: Design Management

Purpose: Selection of Plants for Krisumi city

Duration: From: ~~06.07.25~~ 10.07.25 To: ~~12.07.25~~ 12.07.25

Destination: Rajahmundry (Andra Pradesh)

No. of Days:

2

Mode of Travel:

- 1 - Air - Economy Class
- 2 - Train - 1st AC / 2nd AC / 3rd AC / Chair Car / Sleeper Class / 2nd Class
- 3 - Bus - Non AC / A.C. / Luxury / Sleeper Class

IMPREST/ADVANCE REQUESTED:

a) Train/Air/Bus Fare	Rs. Approx 12,000 return flight
b) Conveyance	Rs. _____
c) Boarding & Lodging	Rs. 10000
d) D.A.	Rs. _____
Total Amount	Rs. _____
(In Words)	_____

Pournima
B. Babu K1321
 25/09/25

[Signature]
 Chief Executive Officer
 MR. YUJI KATO

mail attached
 Co-Chief Executive Officer *S.M.D*

MR. AKASH KHURANA

Note:- All the claims/imprest should be settled within Four days of coming back from the tour.

OK
AU

Pournima Kshirsagar

From: Pournima Kshirsagar
Sent: 08 July 2025 17:26
To: Ashok Kumar; Rajeet
Cc: Pranoy Satpathy; Mohit Sharma; Gaurav Sethi; Tomy Thomas
Subject: RE: request for travel approval - Rajahmundry (AP) for plants selections

Dear Rajeet,
As discussed with you, accommodation, local travel, food, etc. will be reimbursed after the travel.
With the above information, I booked the accommodation and will take care of other things.

Thank you.

Warm Regards,



Pournima Kshirsagar

Senior General Manager – Landscape Architecture

Email: pournima.kshirsagar@krisumi.com

Mobile: 9911192828

Sector 36A, Gurugram



Website: www.krisumi.com | Take a walkthrough from home: www.krisumiexperience.com



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From: Pournima Kshirsagar
Sent: Tuesday, July 8, 2025 2:08 PM
To: Ashok Kumar <ashok.kumar@krisumi.com>
Cc: Pranoy Satpathy <pranoy.satpathy@krisumi.com>; Mohit Sharma <mohit.sharma@krisumi.com>; Gaurav Sethi <gaurav.sethi@krisumi.com>; Kunal Rishi <kunal.rishi@krisumi.com>; Rohit Aggarwal <rohit.aggarwal@krisumi.com>; Tomy Thomas <tomy.thomas@krisumi.com>
Subject: FW: request for travel approval - Rajahmundry (AP) for plants selections

Dear Ashok San,
As per trailing mail travel approval, kindly book the travel and accommodation.

Details -

- 1 . Name - Pournima Kshirsagar Thote, (K1357)
2. Name – Mohit Kumar Sharma (K1215)

Destination and date –

10.07.25 (Thursday) – Delhi to Rajahmundry

12.07.25 (Saturday) – Rajahmundry to Delhi

Accommodation –

Two rooms -

check in 10.07.25

check out 12.07.25

Kindly do the needful

Thank you.

Warm Regards,



Pournima Kshirsagar

Senior General Manager – Landscape Architecture

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From: Kunal Rishi <kunal.rishi@krisumi.com>

Sent: Tuesday, July 8, 2025 1:10 PM

To: Pournima Kshirsagar <pournima.kshirsagar@krisumi.com>

Cc: Pranoy Satpathy <pranoy.satpathy@krisumi.com>; Gaurav Sethi <gaurav.sethi@krisumi.com>; Tomy Thomas <tomy.thomas@krisumi.com>; Ashok Kumar <ashok.kumar@krisumi.com>; Prakhar Srivastava <prakhar.srivastava@krisumi.com>; Mohit Sharma <mohit.sharma@krisumi.com>; Rohit Aggarwal <rohit.aggarwal@krisumi.com>; Akash <akash@krisumi.com>

Subject: RE: request for travel approval - Rajahmundry (AP) for plants selections

Approved.

Best Wishes,



Kunal Rishi

Chief Operating Officer

Email: kunal.rishi@krisumi.com

Mobile: 9971296622

Sector 36A, Gurugram



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From: Pournima Kshirsagar <pournima.kshirsagar@krisumi.com>

Sent: Friday, July 4, 2025 1:20 PM

To: Akash <akash@krisumi.com>; Kunal Rishi <kunal.rishi@krisumi.com>

Cc: Pranoy Satpathy <pranoy.satpathy@krisumi.com>; Gaurav Sethi <gaurav.sethi@krisumi.com>; Tomy Thomas <tomy.thomas@krisumi.com>; Ashok Kumar <ashok.kumar@krisumi.com>; Prakhar Srivastava <prakhar.srivastava@krisumi.com>; Mohit Sharma <mohit.sharma@krisumi.com>; Rohit Aggarwal <rohit.aggarwal@krisumi.com>

Subject: request for travel approval - Rajahmundry (AP) for plants selections

Dear Akash Sir / Kunal Sir,

As discussed, and decided by management, we are procuring plants from Rajahmundry (Andhra Pradesh) for our phase 1 redevelopment and further phases.

Regarding the same Mohit and I planning to travel to Rajahmundry on 8th of July for plant selections as per the quotation received from the Rajahmundry nurseries.

Kindly approve the travel request. (Travel approval form attached for your perusal).

Thank you.

Warm Regards,



Pournima Kshirsagar

Senior General Manager – Landscape Architecture

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