



KRISUMI CORPORATION

Annexure to Domestic Travel Policy

**DOMESTIC TOUR APPROVAL CUM ADVANCE REQUISITION FORM**

Date: 04.07.25

Name: Mohit Sharma

Emp. Code No. \_\_\_\_\_

Designation: Sr. Manager - Horticulture

Department: Project

Purpose: Selection of Plants for Krisumi city

Duration: From: ~~08.07.25~~ 10.07.25 To: ~~10.07.25~~ 12.08.25

Destination: Rajahmundry (Andra Pradesh)

No. of Days: 

2	
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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)	_____

Employee's Si

Functional Head

Chief Executive Officer

Co-Chief Executive Officer

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

Mail attached

## Pournima Kshirsagar

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**From:** Pournima Kshirsagar  
**Sent:** 08 July 2025 14:08  
**To:** Ashok Kumar  
**Cc:** Pranoy Satpathy; Mohit Sharma; Gaurav Sethi; Kunal Rishi; Rohit Aggarwal; Tomy Thomas  
**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

Email: [pournima.kshirsagar@krisumi.com](mailto:pournima.kshirsagar@krisumi.com)

Mobile: 9911192828

Sector 36A, Gurugram



Website: [www.krisumi.com](http://www.krisumi.com) | Take a walkthrough from

home: [www.krisumixperience.com](http://www.krisumixperience.com)



Thank you.

Warm Regards,



Pournima Kshirsagar

Senior General Manager – Landscape Architecture

Email: [pournima.kshirsagar@krisumi.com](mailto:pournima.kshirsagar@krisumi.com)

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