

Travel Request

Travel Request

Home > Travel Request

Filter

Approved
Total : **11**

Pending
Total : **2**

Rejected
Total : **1**

#	Employee	Purpose	Place of Travel	Date of Travel	Mode of Travel	Travel Advance	Create Date	Status	Action
1	Vinay Kumar - TP12152	Hyderabad meeting	Delhi - Hyderabad	10-04-2025 - 13-04-2025	Air Economy/ Business Class	10000.00	10-04-2025	Approved	
2	Manish Sagar - TPMANT2	meeting	delhi - pune	29-03-2025 - 31-03-2025	Rail 1AC/ 2AC/ 3AC/ Sleeper Class	5000.00	29-03-2025	Approved	
3	Sanjib Kar - TP378	FEB TEST	T - BV	01-02-2025 - 22-02-2025	Air Economy/ Business Class	43.00	27-02-2025	Approved	
4	Jogindra singh - TP669	Training	Delhi - Rudrapur	17-02-2025 - 17-02-2025	Rail 1AC/ 2AC/ 3AC/ Sleeper Class	3000.00	21-02-2025	Approved	
5	Sanjib Kar - TP378	test	Delhi - up	01-02-2025 - 28-02-2025	Road	4000.00	21-02-2025	Rejected	

This section displays all the travel requests raised by employees.

At the top, you'll see a summary of the number of approved, pending, and rejected travel requests.

A filter icon lets you narrow down requests by from and to date, status (Pending, Approved, Rejected), organisation unit, department, and designation.

The main table lists each travel request with key details such as the employee's name, purpose of travel, destination, travel date, mode of travel, travel advance amount (if any), creation date, and status of the request.

In the Action column, you'll find a comments icon to view remarks related to the request and a three-dot options icon where you can choose to approve or reject the request. Once you take an action, a notification is automatically sent to the employee via the TankhaPay mobile app.

Revision #3

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