

Pre-Travel Approval Form

Travel Type	:	Domestic	
In-Person Client Meeting?	:	Yes	
Billability of Travel	:	Yes	
Employee ID	:		569398
Employee Name	:	Christopher Nelson	
Emp. Current Work Location	:	North America	
Travel Request Date	:		14-Nov-19
Travel Start Date	:		18-Nov-19
Adheres to Advance Booking policy	:	Yes	
Purpose of Trip	:	Client Meeting	
Departure City	:	Los Angeles, USA	
Arrival City	:	Boston, USA	
Client / Account Name	:	Ace - Grommet Marketplace - FB	
Project ID	:		1000268943
Business Unit	:	RCGTH	
Approver Name	:	Scott Michael Headington (391812)	
Justification for Exception	:	New project won that was just confirmed today. Travel from 11-18-19 until 6-1-20.	

* This Excel form has to be triggered to the mentioned approver only

** Kindly add the mailbox "CEOTravelException@cognizant.com" in CC