

Activity | 3 | Business Trip Report.

Businnes English 2.

Software Development
Engineering.



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STUDENT: Carlos Ariel Nicolini

DATE: 07/02/2025

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Introduction

A business trip report is a way for companies to track the details of the trip. Expenses, responsibilities, achievement of objectives, etc. For them, the preparation of these reports becomes really important in companies with many employees who must be monitored, to ensure that the financial efforts invested really bear fruit.

For the traveler, making a business trip report does not have to be bad, since it can be a tool that demonstrates your professionalism and how valuable it is to the company.

The report must include the following elements:

- Qualification.
- Report date.
- Your name and that of the company colleagues who accompanied you (if any).
- Names of clients or partners you have seen during the trip.
- Exact dates of each of the trip events accompanied by their description.
- Summary (key things you did for the company during the trip).
- Expenses and earnings (Include a detailed list of expenses and earnings obtained during the trip).

Description

Context:

Once you've experienced a rejuvenating trip that helped you get better at your job, you must file a Business Trip Report to justify all the expenses. The report gives an overview of the trip, its purpose, goals, achievements, learning and recommendations for your colleagues.

Activity:

Write a Business Trip Report using the chart below to justify all your expenses.

For this work, as in the previous ones, the topic is a business trip, in this case, it is to generate a business trip report, and we will also use the Grammarly tool, which will help us to have a better use of the language.

Justification

This work is the culmination of our business trip, and we must prepare a business trip report, in which we will detail the reason for our trip when it was made, where it was made, the number of days it took, and a brief detail of what was done day by day.

The reason for this report is to give the company a justified value on the investment the company made by sending us on this business trip.

It is very important both for the company and for ourselves to make this type of report, since it not only adds value to us as employees by demonstrating that the company's support was made the most of, but it also serves to record future trips and possible modifications that may need to be made.

It was a fun job to do, and I don't know if it was what was expected of me. Without further ado, I can only thank all the support that was received from the teacher. The English language is something that I must improve a lot, and these subjects helped me a lot.

This work was uploaded to the following GitHub link

<https://github.com/CarlosNico/BusinessEnglishII>

Development

Once the business trip is over, the company asks us to create a business trip report to know what was done on said trip, the experiences and knowledge obtained in addition to our experiences. The trip to my liking was very beneficial, I had the pleasure of going to the Mexico ICT Technology and Security Expo, which was something new for me and very big, where impressive things were seen. The course on Azure administration was very complete, the staff who gave us the course were very professional and I believe that what we learned will help us a lot in the future.

Below we present the report.

Business Trip Report

Name: Carlos Ariel Nicolini

Year and Month: June 2025.

Number of Days: 5 days.

Destination: Mexico City

Purpose of travel: Azure course at Netec.

Activities (Itinerary):

Day 1: 23 June 2025

- The 6:00 am flight was taken to Mexico City.
- At 10:00 am, check-in took place at the Dawat WTC Boutique Hotel.
- At noon the ICT Technology and Security Mexico Expo was attended, which lasted until 6:00 pm.
- At 8:00 pm dinner was served and I retired to rest since the day was hectic.

Day 2: 24 June 2025

- At 7:00 am breakfast is served at the Hotel.
- From 9:00 am to 4:00 pm was the first class of the course, with a brief interval at noon to eat.
- At 8:00 pm dinner was served and I retired to rest.

Day 3: 25 June 2025

- At 7:00 am breakfast is served at the Hotel.
- From 9:00 a.m. to 4:00 p.m. was the second class of the course, with a brief interval at noon for lunch.
- At the end of the course for that day, there was a tour of the Plaza de la Constitución for recreation.
- At 8:00 pm I had dinner and retired to rest.

Day 4: 26 June 2025

- At 7:00 am breakfast is served at the Hotel.
- From 9:00 a.m. to 4:00 p.m. was the third class of the course, with a brief interval at noon for lunch.
- At the end of that day's course, a tour of the Chapultepec forest was taken.
- At 8:00 pm I had dinner and retired to rest.

Day 5: 27 June 2025

- At 7:00 am breakfast is served at the Hotel. In addition, arrangements were made to deliver the room.
- From 9:00 a.m. to 4:00 p.m. was the fourth class of the course, with a brief interval at noon for lunch.
- At 17:00 pm, we checked out of the hotel and went to the airport to take the flight back to Culiacan.

Accomplishments: Knowledge of Azure cloud server administration, and knowledge of new and revolutionary technology

Tips, Notes, and Special remarks:

- Preferably choose a flight after 9:00 am since many hotels check-in at noon.
- It is a very important detail that the hotel has breakfast since this avoids wasting time in the morning.
- In Mexico City, it is very important to calculate taxi travel times, since traffic is very slow and it can take a long time to get somewhere.
- Before traveling, locate a place close to the course building to eat and not waste a lot of time.
- The different companies and technologies that are presented at the technology and security expo are of great value as well as knowledge.

app.grammarly.com/ddocs/2734318126

Goals 64 Overall score

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Number of Days: 5 days.
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Review suggestions

Write with generative AI Check for AI text & plagiarism

Review suggestions

Correctness Clarity Engagement Delivery

★ Pro suggestions

Rephrase
 Purpose of travel: Azure course at Netec.

← → ↺

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Untitled doc...

Goals 78 Overall score

Review suggestions

Write with generative AI

Check for AI text & plagiarism

Review suggestions 4

Correctness

Clarity

Engagement

Delivery

★ Pro suggestions 12

Change the wording 17:00 pm

Capitalize word remarks

Choose a different word a very important

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Conclusion

Accountability, so to speak, is something very natural in the business world, especially if a company invests in its employees so that they train and grow. It is also very functional when it comes to knowing if the investment, in this case, is worth the course or if another type of course is necessary to improve the knowledge of the staff.

In my case, when I return from a course trip, I do have to answer a brief question from the company about whether the course was what was expected, to give it a grade to know if it was what was needed to expand knowledge in new technologies, but not a report like in this exercise of detailing the day by day that was carried out.

The best thing about these exercises is that they have made me practice a lot in English, which is essential in this subject, making me look for the correct words and use the Grammarly tool to better write my ideas.

This work was uploaded to the following GitHub link

<https://github.com/CarlosNico/BusinessEnglishII>

References

CWT. (n.d.). *Business Travel Reporting*. Mycwt.com. Retrieved February 10, 2025, from <https://www.mycwt.com/latin-america/es/travel-management/expense-management/business-travel-reporting/>

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