

## **Activity |3| Creating a Business Trip Report**

### **Business English II.**

Software Development Engineering.



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DATE: 07/02/2025.

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## **Introduction.**

In this final activity for Business English II, we must create a report detailing the activities and expenses of the assigned business trip. This report serves as proof of attendance and documents how the company-sponsored trip enhanced the employee's knowledge and provided a period of relaxation. Two reports will be generated: one summarizing the trip's activities and the other detailing the employee's expenses. Both reports must include descriptions and itemized costs for transportation, food, lodging, and conference attendance. These reports serve as official documentation of the business trip for the company. This activity demonstrates efficient resource use and highlights the trip's benefits for both the company and the employee. Completing this final activity allows me to finish the Business English II course and continue my studies toward a software development engineering degree.

## **Description.**

For this final assignment in Business English II, we will submit two reports detailing the activities and expenses of the employee's business trip to the conference. These reports will serve as proof of attendance and document how the company-sponsored trip benefited the employee by enhancing their knowledge and providing a period of relaxation. The two required reports are: (1) a summary of the trip's activities, and (2) a detailed breakdown of the employee's expenses. Both reports must include descriptions, with the second report itemizing the costs of transportation, food, lodging, and conference attendance. These reports serve as official documentation of the business trip for the company. For additional context, please see the attached documentation for this final assignment. As a reminder, after experiencing a rejuvenating and professionally beneficial trip, employees must file a Business Trip Report to justify all expenses. This report provides an overview of the trip, including its purpose, goals, achievements, learnings, and recommendations for colleagues.

## Justification.

This activity requires the submission of two comprehensive reports detailing an employee's business trip to the conference. These reports serve a dual purpose: verifying attendance and documenting the trip's professional and personal benefits to the employee. By outlining the trip's activities and itemizing expenses, the reports provide a clear picture of how the company's investment was effective. The first report will summarize the trip's key activities, highlighting the employee's engagement and participation. The second report will provide a detailed breakdown of all expenses incurred, including transportation, food, lodging, and conference fees. This detailed accounting ensures transparency and accountability, justifying the trip's costs to the company. These reports are essential for official record-keeping and provide valuable insights into the trip's effectiveness, ultimately contributing to better planning and resource allocation for future business travel. The attached documentation provides further context and specific requirements for these reports.

Additional elements to consider in the documentation are as follows:

- Grammarly should be used to ensure grammatical accuracy and clarity throughout the presentation.
- The presentation PDF is in your GitHub portfolio.
- Tools to use Canvas.

## Development

At this point in the activity we will complete the documentation for the creation of the report or report of the business trip that was authorized by the company.

**Link: GitHub**

# Business Trip Report.

At this point in the activity, we are attaching evidence of the business trip report documentation. We are also attaching two reports. The first contains a list of important details that will serve as a reference for future business trips taken by employees. The second provides a brief description of the activity followed by its cost, culminating in a report of total expenses for the business trip.

| Business Trip Report.   |   |
|-------------------------|---|
| Business Trip Report    |   |
| Year and Month:         | may 2025  |
| Number of Days:         | 6 days.   |
| Destination:            | Vilnius, Lithuania.   |
| Purpose of travel:      | Cyber Security Conferences.   |
| Activities (Itinerary): | <div><div>DAY 1.<br/>19/05/25</div><div><b>TIME:</b><ul style="list-style-type: none"><li>• 05:00 AM</li><li>• 04:00 PM</li><li>• 04:45 PM</li><li>• 07:30 PM</li><li>• 08:30 PM</li><li>• 09:00 PM</li></ul></div><div><b>ACTIVITY:</b><ul style="list-style-type: none"><li>• Check-In: Mexico City International Airport.</li><li>• Check-Out: Paris-Charles de Gaulle Airport.</li><li>• Check-In: Paris-Charles de Gaulle Airport.</li><li>• Check-Out: Vilnius International Airport.</li><li>• Check-In: Courtyard by Marriott Vilnius City Center 4* Hotel.</li><li>• Dinner at hotel</li></ul></div></div>   |
|                         | <div><div>DAY 2.<br/>20/05/25</div><div><ul style="list-style-type: none"><li>• 07:30 AM</li><li>• 09:00 AM</li><li>• 10:30 AM</li><li>• 12:00 PM</li><li>• 02:30 PM</li><li>• 04:00 PM</li><li>• 05:20 PM</li></ul></div><div><ul style="list-style-type: none"><li>• Continental breakfast hotel.</li><li>• Workshop   Securing Kubernetes: A Practical Workshop on Cluster Security</li><li>• Workshop   Hacking and Defending LLM Applications (OWASP LLM Top 10)</li><li>• Workshop   The Data-Empowered Tomorrow: 10x Faster Insights, 90% Fewer Silos, and Scalable AI for Next-Gen Innovation</li><li>• Lunch</li><li>• Workshop   AI Monitoring Mastery: Optimize Performance, Ensure Compliance, and Cut Costs</li><li>• Workshop   PostgreSQL for SQL Server Professionals</li></ul></div></div> |
|                         | <div><div>DAY 3.<br/>21/05/25</div><div><ul style="list-style-type: none"><li>• 08:00 AM</li><li>• 10:00 AM</li><li>• 11:30 AM</li><li>• 12:00 PM</li><li>• 01:30 PM</li><li>• 04:00 PM</li><li>• 09:20 PM</li></ul></div><div><ul style="list-style-type: none"><li>• Workshop   Modular Application Development with ABP Framework and .NET</li><li>• Workshop   Integrating Angular and Google AI: Crafting Intelligent Solutions with the Gemini Model</li><li>• Workshop   HTMX 2.0 &amp; Web Components: A Perfect Match for Frontend Development</li><li>• Lunch</li><li>• Workshop   Master Advanced Anti-Bot &amp; Web Scraping Techniques</li><li>• Workshop   Modern Angular Master Class</li><li>• Dinner restaurant bar</li></ul></div></div>  |
|                         | <div><div>DAY 4.<br/>22/05/25</div><div><ul style="list-style-type: none"><li>• 07:30 AM</li><li>• 08:30 AM</li><li>• 10:00 AM</li><li>• 12:00 PM</li><li>• 01:30 PM</li><li>• 04:00 PM</li><li>• 06:20 PM</li><li>• 08:00 PM</li></ul></div><div><ul style="list-style-type: none"><li>• Continental breakfast hotel.</li><li>• Keynote   Developer Experience and Platform Engineering</li><li>• Technical Evaluation of a Disruptive Approach in Homomorphic AI</li><li>• Essential Engineering</li><li>• Lunch</li><li>• How GitOps Enabled Us to Answer an Unanswerable Question</li><li>• Deploys, Decoys, and Diplomacy: How to Win the Subtle Games of Office Politics</li><li>• Dinner restaurant bar</li></ul></div></div>  |
|                         | <div><div>DAY 5.<br/>23/05/25</div><div><ul style="list-style-type: none"><li>• 07:30 AM</li><li>• 08:30 AM</li><li>• 10:00 AM</li><li>• 12:00 PM</li><li>• 01:30 PM</li><li>• 04:00 PM</li><li>• 06:20 PM</li><li>• 08:00 PM</li></ul></div><div><ul style="list-style-type: none"><li>• Continental breakfast hotel.</li><li>• Crack the Code to Reactive Mastery: Unlock Blazing-Fast, Asynchronous Java with Project Reactor</li><li>• For an Open, Sustainable AI Future</li><li>• Lunch</li><li>• Panel Discussion   TBA</li><li>• Automated AI Security Testing Using Adversarially Fine-Tuned AI Agents</li><li>• Lessons from Mission-Critical Systems in Fast-Moving Industries</li><li>• Dinner restaurant bar</li></ul></div></div>   |
| Accomplishments:        | Improving skills for establishing business relationships.<br>Knowledge of new technologies.<br>Improving skills for cyber security.   |

### Tips, Notes and special remarks:

#### Tips During the Trip:

**Time Management:** Manage your time effectively to maximize your productivity. Prioritize your tasks and stick to your schedule as much as possible.

**Professionalism:** Maintain a professional demeanor at all times, both in meetings and in informal settings. Be punctual, respectful, and attentive.

**Networking:** Take advantage of networking opportunities to build relationships with clients, colleagues, and industry contacts.

**Documentation:** Keep records of your meetings, expenses, and any important information you gather. This will be helpful when you write your trip report.

**Flexibility:** Be prepared to adapt to unexpected changes or delays. Stay flexible and maintain a positive attitude.

**Cultural Sensitivity:** Be mindful of local customs and etiquette. Dress appropriately and show respect for different cultures.

**Health & Safety:** Prioritize your health and safety. Be aware of your surroundings and take necessary precautions.

#### Special Remarks:

**Company Policy:** Always adhere to your company's travel and expense policies.

**Emergency Contacts:** Have a list of emergency contacts with you, including family members, colleagues, and your company's emergency contact number.

**Travel Insurance:** Consider travel insurance to protect yourself against unforeseen events.

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app.grammarly.com/docs/2732061767

Untitled document Goals Overall score

Business Trip Report

Year and Month: may 2025

Number of Days: 6 days.

Destination: Vilnius, Lithuania.

Purpose of travel: Cyber Security Conferences.

Review suggestions Write with generative AI Check for AI text & plagiarism

Review suggestion 1

Correctness Clarity Engagement Delivery

Correctness - Capitalize the word

may May 2025

Accept Dismiss

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Accomplishments:

Improving skills for establishing business relationships.

Knowledge of new technologies.

Improving skills for cyber security.

Review suggestions Write with generative AI Check for AI text & plagiarism

You're on point!

There are no more suggestions.

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Goals 95 Overall score

Review suggestions

Write with generative AI

Check for AI text & plagiarism

Review suggestions

Correctness Clarity Engagement Delivery

Pro suggestions 3

Pro suggestion: 2 free samples left today

Clarity: Change the wording

Networking: Take advantage of Use networking...

Accept Dismiss

Untitled document

Goals 95 Overall score

Tips During the Trip:

Time Management: Manage your time effectively to maximize your productivity. Prioritize your tasks and stick to your schedule as much as possible.

Professionalism: Maintain a professional demeanor at all times, both in meetings and in informal settings. Be punctual, respectful, and attentive.

Networking: Take advantage of networking opportunities to build relationships with clients, colleagues, and industry contacts.

Documentation: Keep records of your meetings, expenses, and any important information you gather. This will be helpful when you write your trip report.

Flexibility: Be prepared to adapt to unexpected changes or delays. Stay flexible and maintain a positive attitude.

Cultural Sensitivity: Be mindful of local customs and etiquette. Dress appropriately and show respect for different cultures.

Health & Safety: Prioritize your health and safety. Be aware of your surroundings and take necessary precautions.

| Business Trip Report   |  |                      |                    |                |                        |
|------------------------|--|----------------------|--------------------|----------------|------------------------|
|                        |  |                      |                    |                |                        |
| <b>Employee Name:</b>  | Ramón Valdez   | <b>Date of Trip:</b> | 19/05/25           | 24/05/25       |                        |
| <b>Department:</b>     | IT   | <b>Days of Stay:</b> | 5D/6N              |                | <b>Total Expenses:</b> |
| <b>Purpose:</b>        | CyberWiseCon Europe 2025   | <b>Destination:</b>  | Vilnius, Lithuania |                | <b>\$80,863</b>        |
| Date:                  | Description:   | Transportation:      | Lodging:           | Meals:         |                        |
| 19/05                  | Taxi (Home to Airport CDMX)  | \$500                |                    |                |                        |
| 19/05                  | Mexico City International Airport (MEX)<br>Vilnius International Airport (VNO) | \$29,011             |                    |                |                        |
| 19/05                  | Taxi (Airport to Hotel VNO)  | \$700                |                    |                |                        |
| 19/05 - 24/05          | Conference Ticket + Hotel Courtyard by Marriott                                |                      | \$18,491           |                |                        |
| 19/05 - 24/05          | Breakfast  |                      |                    | \$200          |                        |
| 19/05 - 24/05          | Lunch  |                      |                    | \$750          |                        |
| 19/05 - 24/05          | Dinner   |                      |                    | \$1,000        |                        |
| 24/5/2025              | Taxi ( Hotel to Airport VNO)   | \$700                |                    |                |                        |
| 24/05                  | Vilnius International Airport (VNO)<br>Mexico City International Airport (MEX) | \$29,011             |                    |                |                        |
| 25/05                  | Taxi (Airport to Home CDMX)  | \$500                |                    |                |                        |
| <b>Category Total:</b> |  | <b>\$60,422</b>      | <b>\$18,491</b>    | <b>\$1,950</b> |                        |

## Conclusion.

In conclusion, a Business Trip Report is a crucial document in the professional sphere, serving as a formal record of an employee's business travel. It goes beyond a simple expense report, providing a comprehensive overview of the trip's purpose, activities, and outcomes.

Key elements of a Business Trip Report include:

- **Clear Objectives:** The report should clearly state the reasons for the trip and the intended goals.
- **Detailed Account of Activities:** A summary of meetings, conferences, site visits, and other relevant activities is essential.
- **Achievements and Outcomes:** The report should highlight what was accomplished during the trip, whether it be securing new clients, closing deals, or gathering valuable information.
- **Key Learnings:** Employees should reflect on new knowledge gained, skills acquired, or insights gathered during the trip.
- **Recommendations:** Suggestions for future trips, process improvements, or potential opportunities should be included.

The Business Trip Report is a vital tool for both employees and organizations. It promotes transparency, facilitates learning, and contributes to the overall success of business travel initiatives.

## References.

*CyberWiseCon Europe 2025 - IT security conference. (2018, February 28).*

*CyberWiseCon Europe - IT Security Conference. <https://cyberwisecon.eu/>*

*Gemini: Chat to power your ideas. (n.d.). Gemini. Retrieved September 30, 2024, from <https://gemini.google.com/app/3a3fbf6874cd5168?hl=es-MX>*