

Activity | 3 | Creating a Business Trip

Report

Business English II

Software Development Engineering



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Introduction:

This project involves the creation of a business trip report, which is a formal document summarizing the activities carried out during a corporate trip. Its purpose is to justify expenses and demonstrate the benefits obtained for the organization, including trip details, purpose, itinerary, achievements, and recommendations. It allows for clear communication of the lessons learned and contacts made and is a strategic tool for evaluating results and planning future business trips.

The business trip to the city of Veracruz in September 2025 was a strategic initiative designed to enhance the professional development of employees and strengthen the corporate identity of the organization. Over seven consecutive days, academic, cultural, and team-building activities were combined, allowing participants to acquire key skills in leadership, international trade, security, and organizational control.

The conference took place at iconic venues such as the World Trade Center in Veracruz, the Fort of San Juan de Ulúa, the Maritime Customs Office, and the Port of Veracruz. Each venue hosted practical workshops, keynote speeches, expert panels, and process simulations, complemented by cultural visits and networking opportunities. This structure allowed for a balance between technical training and social integration, ensuring learning that was applicable to the immediate work context.

The results obtained demonstrate a clear corporate impact: participants strengthened their teamwork, collaboration, and motivation skills; developed a strategic vision linked to sustainability and international competitiveness; and established links with industry experts that open up new opportunities for business collaboration. Even in the face of unforeseen events such

as flight delays, technical failures, or adverse weather conditions, quick and effective solutions were implemented, demonstrating management skills and resilience.

In conclusion, this business trip went beyond its educational nature to become a comprehensive experience that strengthens human capital and adds value to the organization. The integration of practical knowledge, the strengthening of leadership, and the generation of strategic contacts consolidate the program as a successful model that should be replicated periodically, thus contributing to the sustainable growth of the company and the commitment of its employees.

Description:

A business trip is not only a professional and cultural learning experience, but also a significant investment of human and financial resources; for this reason, the Business Trip Report becomes a fundamental tool for documenting, analyzing, and justifying the results obtained. This essay highlights the significance of this report, examining its key components and its impact in both academic and organizational contexts.

The first essential aspect of a Business Trip Report is the general description of the trip, which outlines the objectives set and the results achieved. This section provides the reader with a clear overview of the activity's purpose, allowing them to assess whether the initial goals were met. The itinerary is also included, as it provides transparency regarding the planning and organization of the activities carried out.

A second element consists of the activities and meetings held. Detailing these experiences demonstrates the added value of the trip: conferences, workshops, expert panels, cultural visits, or meetings with professionals in the sector. In this way, the relevance of the trip for the development of strategic skills is evident.

Thirdly, the report highlights key achievements, which are not limited to individual learning but also include team integration, strengthening of networks, and the generation of collaboration opportunities. This section provides concrete evidence of how the trip had a positive impact on the organization and the participants.

Similarly, the challenges faced, such as transportation delays, communication barriers, or logistical problems, were identified and described. These are examples of situations that test the group's resilience and adaptability. Including them in the report demonstrates honesty,

transparency, and a spirit of continuous improvement.

Finally, the report concludes with recommendations based on direct experience that will enable future experiences to be optimized, providing the organization with valuable input for improving planning and ensuring better use of resources.

The Business Trip Report is a strategic tool that links theory and practice, offering a comprehensive overview of what was learned and achieved during a trip. Its value lies in the fact that it not only justifies the expenses incurred but also provides evidence of professional growth, networking, and organizational strengthening.

In conclusion, learning to prepare this type of report develops executive writing, critical analysis, and strategic planning skills. Therefore, the exercise of documenting travel experiences becomes an indispensable resource for both the academic and business worlds, contributing to the sustainability, competitiveness, and excellence of institutions.

Justification

The business trip to the city of Veracruz in September 2025 was a strategic investment in the professional and organizational development of the participants, aligned with the company's objectives and with the aim of strengthening the technical and human capacities of the staff.

The main objectives of this trip were:

To strengthen the professional skills of the participants in key areas such as leadership, international trade, organizational control, and security.

To foster team integration, promote collaboration, and a sense of belonging.

To consolidate corporate identity, linking institutional values with academic and cultural activities.

To develop strategic networking with industry experts, generating opportunities for future collaboration.

To apply theoretical knowledge in real contexts through technical visits, simulations, and practical workshops.

During seven days of carefully organized activities, as detailed in the attached itinerary, conferences, expert panels, cultural visits, and collaborative exercises were combined in significant settings such as the WTC Veracruz, the Port, the Maritime Customs Office, and historical sites. This variety of spaces allowed for comprehensive training, combining theory and practice and offering relevant experiences in real-world contexts.

In addition, the report documents the effective resolution of unforeseen events, such as flight delays, technical failures, or physical discomfort, which demonstrates the participants' ability to adapt, organize, and lead. These experiences strengthen not only the knowledge

acquired but also the soft skills essential for today's work environment.

For all these reasons, this type of experience not only enriches individual learning but also brings tangible and measurable value to the organization: it improves performance, increases staff motivation, and strengthens organizational culture. Therefore, it is recommended that this training model be replicated periodically, integrating it as part of professional development and institutional growth strategies. The business trip to the city of Veracruz in September 2025 was a strategic investment in the professional and organizational development of the participants, aligned with the company's objectives and with the aim of strengthening the technical and human capacities of the staff.

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practice and offering relevant experiences in real-world contexts.

Develop the ability to document the results, lessons learned, and experiences gained during a business trip in a structured, professional manner and in English. This activity seeks to strengthen key skills such as executive writing, critical analysis, strategic planning, and effective communication, allowing participants to justify the resources used, demonstrate achievements, identify areas for improvement, and generate useful recommendations for future business experiences.

In addition, this activity encourages the use of digital tools such as Grammarly to improve linguistic accuracy and professionalize the presentation of the report, thus promoting skills relevant to the international arena.

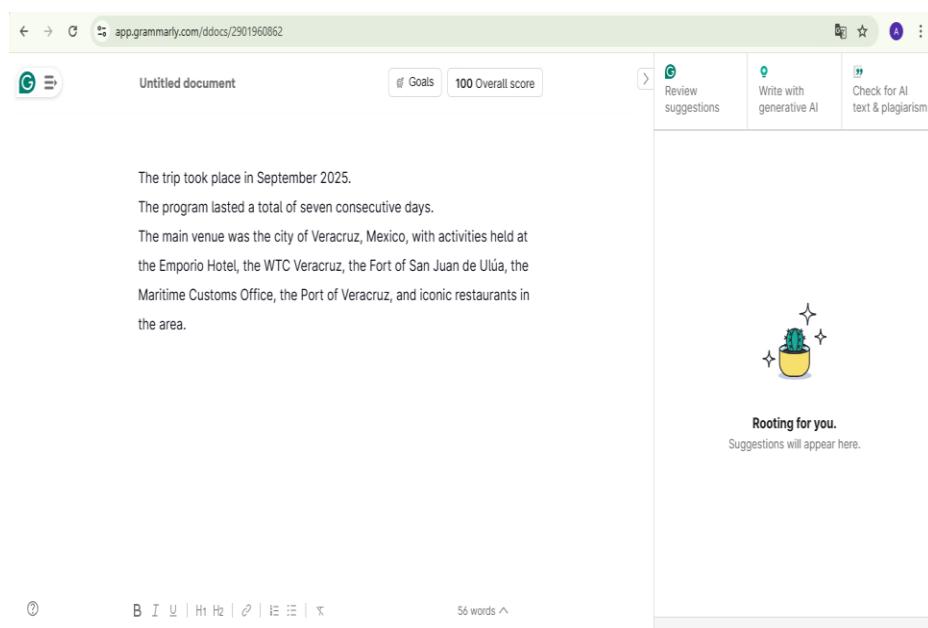
Development:

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, learnings and recommendations for your colleagues.

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

Figure 1

Creating a Document in Grammarly



Note: The image shows the start of work in a free Grammarly account, where a new document is created to write the text. This exemplifies the use of digital tools to support the preparation of professional presentations in English.

Figure 2**Style Correction in Grammarly:**

The screenshot shows the Grammarly web application interface. At the top, there are navigation icons, a document title 'Untitled document', and a 'Goals' section showing an 'Overall score' of 95. On the right, there are buttons for 'Review suggestions', 'Write with generative AI', and 'Check for AI text & plagiarism'. Below the title, the document content is as follows:

Business Trip Report
 To: Company Director - Fátima Fernández de Lara Barrón
 From: Sarah Jacqueline Gómez Juárez
 Date: September 30, 2025
 Subject: Business Trip Report – Veracruz Business English II

The text of the document is:

The business trip took place in the city of Veracruz over a period of seven days. The primary objective was to enhance the professional skills of the participants through conferences, practical workshops, cultural visits, and team-building activities. From the first day, emphasis was placed on organization, discipline, and efficient use of time, which ensured an orderly and productive start. Throughout the itinerary, learning sessions were held at strategic locations such as the World Trade Center in Veracruz, the Fort of San Juan de Ulúa, the Maritime Customs Office, and the Port. These locations not only served as a historical and cultural backdrop, but also provided a real-world context for the analysis of

On the right side of the interface, a 'Review suggestion' panel is open, showing a 'Clarity' alert with the message: 'We found 3 more ways to improve your text with Pro. Upgrade for unlimited access.' There are buttons for 'Get Pro' and 'Dismiss'. At the bottom of the interface, there are toolbar icons for bold, italic, underline, and other document functions, along with a word count of '181 words ▾'.

Note: The image reflects error correction and style suggestions in Grammarly. This process enables you to refine your linguistic accuracy and clarity of speech, thereby reinforcing the quality of your communication in international presentations.

Business Trip Report

To: Company Director - Fátima Fernández de Lara Barrón.

From: Sarahi Jaqueline Gómez Juárez.

Date: September 30, 2025.

Subject: Business Trip Report – Veracruz Business English II.

The business trip took place in the city of Veracruz over a period of seven days. The primary objective was to enhance the professional skills of the participants through conferences, practical workshops, cultural visits, and team-building activities. From the first day, emphasis was placed on organization, discipline, and efficient use of time, which ensured an orderly and productive start. Throughout the itinerary, learning sessions were held at strategic locations such as the World Trade Center in Veracruz, the Fort of San Juan de Ulúa, the Maritime Customs Office, and the Port. These locations not only served as a historical and cultural backdrop, but also provided a real-world context for the analysis of security, trade, and regulatory issues. The program combined motivational activities, keynote speeches, expert panels, and practical workshops. It also offered opportunities for socializing, such as executive lunches and cultural tours, which helped to strengthen teamwork and expand professional networks.

The trip took place in **September 2025**.

The program lasted a total of **seven consecutive days**.

The main venue was the city of **Veracruz, Mexico**, with activities held at the **Emporio Hotel, the WTC Veracruz, the Fort of San Juan de Ulúa, the Maritime Customs Office, the Port of Veracruz**, and iconic restaurants in the area.

The purpose of the trip was to strengthen the professional development of employees, promoting learning in areas such as organizational control, leadership, international trade, and security. At the same time, the aim was to improve team **integration and reinforce corporate identity through academic and cultural activities.**

Day 1: Transfer from Mexico City, official reception in Veracruz, and welcome meeting at the Emporio Hotel.

Day 2: Guided tour of the Fort of San Juan de Ulúa and panel of experts at the WTC Veracruz.

Day 3: Practical workshop on organizational control and networking dinner.

Day 4: Conferences on leadership in the business world and a cultural visit to the Historic Center.

Day 5: Team activities and presentation of innovative projects at the WTC Veracruz.

Day 6: Tour of the Maritime Customs Office and the Port of Veracruz, with a workshop simulating customs processes.

Day 7: Closing of the program with reflections, group conclusions, and a closing ceremony.

Knowledge was acquired in security, commerce, and leadership applied to the current context, strengthening employees' cultural awareness and allowing participants to develop practical skills through workshops and conferences, thereby enhancing their professional growth. The activities fostered collaboration, integration, and mutual trust through teamwork, taking advantage of the opportunity to develop strategic networking. As contacts were made with experts and professionals in the sector, opportunities for future collaboration were created.

During the business trip, some unforeseen situations arose that required quick and

effective solutions from the organization:

Delay in the departure flight:

The flight from Mexico City to Veracruz was delayed by one hour due to weather conditions.

This was resolved by rescheduling the morning's activities, prioritizing the most important ones, and sending the initial presentations in digital format so as not to lose continuity.

Problems with hotel registration:

Some participants found errors in the room assignments.

The solution was that the coordination team dealt directly with the reception at the Hotel Emporio and resolved the issue in less than 30 minutes, as well as granted temporary access to the common areas so that attendees would not lose time.

Technical failure during a presentation:

During a panel of experts at the WTC Veracruz, there was an interruption in the projector and audio.

The solution that was activated was an alternative plan using portable equipment and digital presentations sent to attendees by email, ensuring the continuity of the event without major delays.

Adverse weather conditions during outdoor activities:

During the visit to the Fort of San Juan de Ulúa, there was light rain that made mobility difficult.

This was solved by providing umbrellas and moving part of the historical explanation to a covered room within the facilities, maintaining the focus.

Physical discomfort of a participant

One of the attendees experienced stomach discomfort during the day in the Port of Veracruz.

The solution implemented was to activate the medical care protocol with the assistance of hotel staff and provide transportation for the participant's transfer. The participant rejoined the group the next day without further complications.

It is advisable to make the most of the conferences and workshops, as they provide knowledge that is applicable to the immediate work environment.

Logistical planning was key to maintaining order and adhering to the established schedule. Informal social spaces (meals and tours) were as important as the cultural sessions, as they strengthened group cohesion.

It is recommended that this type of trip be repeated periodically, as it contributes to the overall growth of staff, motivating them to give more to the company by boosting morale and loyalty and **developing strategic networking**.

Figure 3***Business Trip Report – Final Table:***

Section	Details
Year and Month	September 30, 2025
Number of Days	The program lasted a total of seven consecutive days .
Destination	Veracruz, Mexico (Hotel Emporio, WTC Veracruz, Fort San Juan de Ulúa, Maritime Customs, Port of Veracruz, Historic Center, Boca del Río, Veracruz Aquarium, City Museum, Agustín Lara House Museum, Foro Boca).
Purpose of Travel	The objective of the trip was to strengthen the professional skills and development of employees through academic, cultural, and integration activities. Throughout the program, learning was promoted in key areas such as organizational control, leadership, international trade, and security, complemented by expert panels, practical workshops, conferences, and historical tours. In this way, the aim was to link academic knowledge with real experiences in a business and tourism context, while promoting team integration and strengthening corporate identity.
	Day 1 – Transfer and welcome:

	<p>Departure from Mexico City, roll call and administrative check at the airport, flight to Veracruz with breakfast and reflective reading, official reception, and hotel check-in.</p> <p>Activities on the terrace and welcome meetings.</p> <p>Day 2 – Integration and strategic content:</p> <p>Roll call at the hotel, integration activities, traditional breakfast, guided tour of the Fort of San Juan de Ulúa, panel of experts at WTC Veracruz on economic security, organizational control workshop, lunch at Villa Rica Malecón.</p> <p>Day 3 – Globalization and smart tourism:</p> <p>Activities and breakfast at the hotel, visit to the City Museum, workshop at the Veracruz Convention Center on globalization and smart tourism, lunch at Mocambo, conference on trade liberalization, and cultural tour of the Malecón.</p> <p>Day 4 – Culture, creativity, and the local economy:</p> <p>Activities at the hotel, visit to the Agustín Lara House Museum, workshop on “Creativity, music, and digital business” at the Boca Forum, conference on culture as an economic resource, and a walk through Boca del Río.</p> <p>Day 5 – Sustainable tourism and applied technology:</p> <p>Breakfast at the hotel, visit to the Veracruz Aquarium and the Marine Fauna Museum, workshop on sustainable tourism and</p>
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	<p>technology, lunch at Los Canarios, conference at the hotel's Business Center on smart tourism and sustainability.</p> <p>Day 6 – Customs and business leadership:</p> <p>Motivational activities at the hotel, visit to the Old Maritime Customs House and the port, conference on customs regulations, process simulation workshop at the hotel's Business Center.</p> <p>Day 7 – Reinforcement and final practice:</p> <p>Closing activities at the hotel, second visit to Customs and the port, conference on the importance of customs regulations, final process simulation workshop, learning assessment, and return to Mexico City.</p> <p>Link to access the itinerary:</p> <p>https://docs.google.com/spreadsheets/d/1FMedZu8eYheidMpWxMMhLIs40hs7Kfdb/edit?usp=sharing&ouid=113468827142610269609&rtpof=true&sd=true</p>
Accomplishments	<ul style="list-style-type: none"> -Strengthening leadership, integration, and motivation. -Developing strategic skills in tourism, commerce, and business. -Knowledge of local history, culture, and economy. -Practical application of customs procedures and sustainability in corporate tourism.

	<ul style="list-style-type: none">-Strategic networking with experts and professionals in the sector.
Tips, Notes and Special remarks	<ul style="list-style-type: none">-Strengthening leadership, integration, and motivation.-Developing strategic skills in tourism, commerce, and business.-Knowledge of local history, culture, and economy.-Practical application of customs procedures and sustainability in corporate tourism.-Strategic networking with experts and professionals in the sector.

Conclusion:

The business trip to the city of Veracruz in September 2025 was a comprehensive experience that transcended traditional learning to become a strategy for strengthening the organization's human capital. Over seven days, participants consolidated their skills in leadership, international trade, organizational control, and security, complemented by cultural and team-building activities that enriched corporate identity and team cohesion.

The results obtained demonstrate that this type of initiative not only contributes to individual professional growth but also generates a collective impact by fostering collaboration, resilience, and staff motivation. The efficient resolution of unforeseen events such as delays, technical failures, or adverse weather conditions demonstrated the participants' management skills, reinforcing values of discipline and adaptability.

In strategic terms, the trip allowed participants to link academic knowledge with practical experiences in real-world scenarios, as well as establish contacts with experts and professionals in the sector that may lead to future collaborations. All of this confirms that this program is an investment in organizational development, while also boosting the company's competitiveness and sustainability.

For these reasons, it is recommended that these types of activities continue, as they are an effective tool for keeping staff motivated, trained, and aligned with institutional objectives, thereby consolidating an organizational culture oriented toward excellence.

In addition, the preparation of a business trip report is a strategic tool that transcends the academic sphere to become an essential skill in both everyday life and the workplace. This type of document allows for the structured recording of activities carried out, achievements made, and

opportunities generated, offering the organization a clear vision of the value contributed by the trip.

Its relevance in everyday life is that the practice of writing reports develops the ability to organize ideas and record experiences in an orderly manner. For example, when planning a personal or family trip, it is useful to detail expenses, activities, and cultural learning to improve decision-making for future trips. In this way, the ability to document not only strengthens planning but also encourages critical reflection on the use of resources and the achievement of objectives.

In the workplace, its importance is even greater. The business trip report is a mechanism for transparency that justifies the investment made and shows the tangible benefits for the company. Through this document, key learnings are communicated, opportunities for improvement are highlighted, and achievements such as the acquisition of new knowledge, the creation of networks, and the resolution of problems in real situations are consolidated. Thus, it becomes a tool that supports strategic decision-making and contributes to organizational growth.

Learning how to prepare these types of reports also provides a set of skills that are highly valued in the professional world, including executive writing, information synthesis, strategic planning, problem solving, and the ability to communicate results clearly and persuasively. For example, after attending an international trade fair, an employee who presents a detailed report with contacts, trends, and opportunities identified adds direct value to the organization. Similarly, in internal training, the report allows the lessons learned and their application in specific company processes to be conveyed.

In conclusion, learning how to create a Business Trip Report is not just an academic exercise, but a skill that can be applied to many aspects of daily life and work, as it allows you to

document experiences, analyze results, and propose improvements. This type of report becomes a fundamental tool for personal and professional growth. Its constant practice not only strengthens discipline and organization but also boosts the competitiveness of organizations and contributes to the training of professionals capable of generating value through effective communication and strategic thinking.

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