

Business Trip Report **Name:** John Mathew

**Destination:** Singapore

**Start Date:** 10 Oct 2025

**End Date:** 15 Oct 2025

**Purpose of Travel:** Client Meeting – ABC Corporation

**Trip Summary:**

John Mathew traveled to Singapore for a 5-day client meeting regarding the upcoming annual partnership review. All scheduled meetings were successfully completed.

**Expenses:**

- Flight: \$450
- Hotel: \$600
- Food: \$200
- Local Transport: \$80

**Total Expense:** \$1330

**Notes:**

Trip completed successfully with positive client feedback.