**Business Trip Report**

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| --- | --- |
| Name: |  |
| Position: |  |
| Department: |  |
|  |  |
| **Organisation:** |  |
| Nature of business: |  |
| Name: |  |
| Designation: |  |
| Email: |  |
|  |  |
| **Meeting details** |  |
| Date of meeting: |  |
| Customer/Client  Name:  Address:  Contact Name:  Contact Email/Phone: |  |
| Purpose/ Objective: |  |
| Highlights: |  |
| Business Outcome: |  |
| Follow up actions: |  |