

## Activity | # Final | Creating a

### Business Trip Report

### Business English II

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Ingeniería en Desarrollo de  
Software



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## Introduction

With a travel report, you tell your manager (or other relevant people in the company) what your trip was about: purpose, goals, achievements, learnings, and recommendations. The purpose of a business trip can be, for example, to solidify business partnerships, prospect for new clients, or learn about the latest industry trends.

There isn't one set format for a travel report. You can check if your company has a template for reporting business trips or if there are some conventions or requirements the report should follow. If not, you can find a simple business trip report template in this article.

Unless you work in a traditional industry, a travel report doesn't have to be too formal. Your manager probably doesn't want to scan through a 20-page report.

It's okay to keep the report brief and concise. You can skip the table of contents and executive summary and focus on the goals.

## Description

The reports show us every piece of data we add, for example, a business trip to Okinawa, Japan, where we participated in a technology convention. The event took place in Naha, at the My Place hotel, and was an unforgettable experience in a rural setting very different from Mexico City. I learned a lot on a professional level. The convention focused on trends in digital innovation, how artificial intelligence, smart devices, and applications are helping in everyday life. I was impressed by the presentations of the international speakers, who explained how technology is transforming industries around the world and what the future will look like as it advances globally.

In addition to the professional aspect, the trip also allowed us to explore the city. I stayed at a hotel near Tomari Port, which was very convenient because it was close to the Tomari Iyumachi fish market and many other attractions.

## Justification

**Basics:** Include your name, the names of any colleagues who participated, the dates of travel, and the destination.

**Purpose of the Trip:** Explain the reason for the trip and outline the goals you aimed to achieve.

**Overview:** Summarize the events you attended, the people you met, and the key takeaways from the trip.

**Summary and Conclusions:** Provide a brief recap of the trip along with any recommendations or next steps.

**Expenses:** List your expenses here, or submit a separate expense claim if preferred.

**Attachments:** If claiming expenses, be sure to include receipts and invoices to support your travel costs.

### 1. Time-Consuming Process

Filling out detailed reports can be time-intensive, particularly for employees juggling multiple post-trip responsibilities. This may lead to incomplete or rushed reports.

### 2. Inconsistent Reporting Formats

Without a standardized template, employees might create reports in varying formats, making it difficult to extract consistent insights.

### 3. Lack of Training

# **Document Development**

## **Business Trip Report**

During my trip to Japan, I had the opportunity to stay with my team at the My Place hotel, located in the city of Naha, Okinawa. This accommodation is in a very convenient location, close to Tomari Port and just a six-minute walk from the Tomari Iyumachi Fish Market. Transportation was already waiting to take us there, facilitating access to different parts of the city and allowing for a comfortable and peaceful experience.

The main reason for the trip was to attend a conference on technological innovation, where topics such as artificial intelligence were discussed and details about new ideas for the future were presented. The event brought together experts from different countries who spoke into a microphone, and their words were translated on a screen, which helped us to better understand the technological perspective and future global advances.

In addition, they recognized each person's work with an award for their achievements and efforts, which made it an unforgettable experience and made us feel grateful that they noticed the work we have done in the company.

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<b>Year and Month</b>	October 22, 2025
<b>Number of Days</b>	Five days
<b>Destination</b>	Japan
<b>Purpose of Travel</b>	The conference on the future of global technological innovation
<b>Activities (Itinerary)</b>	<ul style="list-style-type: none"> <li>• 08:00 – 09:00   Registration and welcome</li> <li>• 09:30 – 11:00   Opening meeting</li> <li>• 11:15 – 13:00   Project presentation.</li> <li>• 13:00 – 14:30   Working lunch.</li> <li>• 10:30 – 12:30   Innovation session.</li> <li>• 13:00 – 14:30   Lunch.</li> <li>• 17:30 – 19:00   Team-building activity.</li> <li>• 09:00 – 11:00   Results presentation.</li> <li>• 11:30 – 13:00   Closing and awards ceremony.</li> <li>• 13:30 – 15:00   Farewell lunch.</li> <li>• 15:30   Transfer.</li> </ul>
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• Japanese food has a unique flavor that makes it stand out from the rest.</li> <li>• Okinawa boasts a deeply rooted and distinct culture, influenced by centuries of history and interactions with other Asian cultures.</li> <li>• Okinawa is the only region in Japan with a subtropical climate, with an average annual temperature of around 23 degrees Celsius.</li> </ul>
<b>Tips, Notes and Special Remarks</b>	<ul style="list-style-type: none"> <li>• The place is a non-smoking area.</li> <li>• The room has double beds and its own bathroom.</li> <li>• The trip is paid for by the company, but you must arrive twenty minutes before your flight time to meet up with your team.</li> <li>• The most common way to get to Okinawa is to fly to Naha. There are no flights from overseas, so you will need to stop over at one of Japan's international airports in Tokyo, Osaka, Nagoya, or Fukuoka.</li> <li>• You should exchange your money for yen so you can buy souvenirs or treats, or go out and explore the area.</li> <li>• Remember to bring your passport.</li> <li>• Carry a small notebook to jot down every motivational message or speech they give.</li> </ul>





## Conclusions

This is a document that specifies the expenses, responsibilities, and follow-up for a specific corporate trip in which staff members have participated. This way, the company can be sure that its investment is justified and has obtained an adequate return, i.e., that the objectives of the trip or travel have been met.

This is very important because, naturally, companies expect to profit from the trips taken by their staff. This profit must be evaluated in relation to the income generated by the trip in relation to the expenses or investment involved. While expenses may include per diems, overnight stays, fuel, and various materials for the event or activity, income must be derived from sales made during the trip.

Your company must make decisions regarding all aspects of corporate travel and trips. Some trips may not be profitable due to their cost-benefit ratio, and it may be appropriate not to go.

## Reference:

Manjunath. (2025, 1 abril). *The Role of Business Trip Reports in Enhancing Corporate Travel Strategy*. The Fastest Growing Corporate Travel Management Software.

<https://www.italite.com/blog/get-free-business-trip-report-template/#:~:text=Basics%3A%20Include%20your%20name%2C%20the,key%20takeaways%20from%20the%20trip.>

*Okinawa at a Glance - VISIT OKINAWA JAPAN | Official Okinawa Travel Guide*. (2025, 1 agosto). VISIT OKINAWA JAPAN | Official Okinawa Travel Guide.

<https://visitokinawajapan.com/discover/okinawa-at-a-glance/#:~:text=It%20is%20an%20island%20region,with%20diverse%20landscapes%20and%20lifestyles.>