



## Activity | #3 |

### Creating a Business Trip Report

#### Ingles Para Los Negocios II

Ingeniería en Desarrollo de Software

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TUTOR: FATIMA FERNANDEZ DE LARA BARRON

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ALUMNO: IVAN GARCIA ZAMORA

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# Index

## Tabla de contenido

Index .....	2
Introduction .....	3
Description .....	3
Justification .....	3
Development.....	3
Conclusion .....	5
References .....	5

## Introduction

A business trip report is a detailed document that summarizes the activities, results, and experiences obtained during a business-related trip. This report aims to provide a clear analysis of objectives achieved, business opportunities identified, as well as lessons learned, and costs incurred during the trip. Trip reports are key tools for evaluating the effectiveness of a trip, allowing organizations to measure the return on investment (ROI) of travel and determine the impact on strategic objectives. They also serve to share valuable information with internal teams, fostering transparency and informed decision-making. A well-crafted travel report is essential to justify the need for future travel and to ensure that resources are spent efficiently on future business initiatives.

## Description

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.

In this activity we are asked to make a brief summary of the activities that we will perform on our trip as well as we are asked to make a detailed report, this case will be in a table. The document will have a cover page, index, introduction, justification, description, development of the activity, and a conclusion with references.

## Justification

A business travel report lies in its role as a fundamental tool for evaluating the success and profitability of business travel. By documenting in detail, the objectives, activities carried out, and results obtained, the report allows companies to measure the return on investment (ROI) of each trip and determine whether resources were used effectively. In addition, this report provides valuable information for strategic decision-making by identifying business opportunities, setting new goals, and improving future travel planning. It is also crucial for accountability within the organization, as it facilitates transparency and allows justifying the costs associated with travel.

## Development

### Business Trip Report

Start with a summary of your trip

The trip will start on Monday, February 3, 2025, our flight will depart at 9:17 AM from Culiacan International Airport to Mexico City International Airport, we will arrive at 12:15 PM and will be our first stopover which will last 4 hours and 24 minutes waiting for our next flight.

The plane departs at 4:24 AM to Salt Lake City International Airport (SLC) arriving at 7:39 PM and this layover will last 3 hours 41 minutes, the next departure will be at 11:20 PM arriving at 1:20 AM to Seattle-Tacoma

International Airport (SEA).

There the rental car will be waiting for me to travel to the hotel in the city of Redmond, where I will rest 1 day before the first conference, which will be 5 conferences.

Year and Month	2025/February
Number of Days	15 days of travel
Destination	my destination will be Redmond, Washington DC
Purpose of Travel Activities (Itinerary)	the purpose of this trip will be 2 weeks of conferences at Microsoft Inn.
Accomplishments	attend the conferences, and then, on the rest days, visit places in the city, such as the Microsoft Visit Center.
Tips, Notes, and Special Remarks	spend as little as possible, only necessary expenses. Take care of accidents as much as possible. Be alert at all times. Please do not leave the city you visited, as it is a business trip.

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## Conclusion

The business travel report is an essential tool for organizations to objectively evaluate the results and impact of business travel. Through this report, you can measure the return on investment, identify business opportunities, and justify the costs associated with each trip. In addition, it facilitates strategic decision-making and improves future travel planning, thus contributing to more efficient management of company resources. In a dynamic business environment, well-structured reporting is essential to ensure that each trip contributes tangible value to business objectives and process optimization.

## References

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