

BUSINESS TRIP FORM

Employee Name:		Employee Number:	
Job Title:		Department:	
Grade: if applicable		Date:	
TYPE OF TRIP	<input type="checkbox"/> Business	<input type="checkbox"/> Invitation	<input type="checkbox"/> Other (Specify): _____
<u>Trip Purpose:</u>			
Destination:		(Please attach documentation such as invitation, event details)	
Departure Date:		Return Date:	

Trip Particulars

Mode of Travel:

- ☐ Arrangements to be made by DAS /Subsidiaries
☐ Arrangements made by host. Details:

Accommodation:

- ☐ Arrangements to be made by DAS /Subsidiaries
☐ Arrangements made by host. Details:

Employee

Line Manager

HR Department

General Manager

Approval (If trip is *outside UAE*, the below approval is mandatory)

Human Resources Director

Chief Operating Officer

Chief Executive Officer

HR Procedures

1. Per Diem / Trip Allowance Advance: AED _____ per night x number of nights _____

Human Resources Director