

BUSINESS TRIP REPORT FORM

Name:		Date:	
Job Title:		Employee Number:	
Grade:		Department:	

TRAVEL DETAILS:

Type of Trip: _____ If other, Specify: _____

Destination: _____

Departure Date: _____ Return Date: _____

TRIP OBJECTIVE:

Were The Objectives Of the Trip Achieved? Yes / No

If No, please provide details:

(Signature with Date)	(Signature with Date)	(Signature with Date)	(Signature with Date)
Employee	Line Manager	General Manager	HR Director