

# Business Travel Request Form Template

## Employee Details:

- Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Employee Number: \_\_\_\_\_
- Department: \_\_\_\_\_

## Trip Purpose:

- Business Purpose: \_\_\_\_\_
- Destination: \_\_\_\_\_
- Departure Date: \_\_\_\_\_
- Return Date: \_\_\_\_\_

## Travel Itinerary:

Date	Departure Point	Destination	Mode of Transport
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Accommodation Information:

- Hotel Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Check-in Date: \_\_\_\_\_
- Check-out Date: \_\_\_\_\_

**Estimated Travel Costs:**

Item	Estimated Cost
Transport	_____
Accommodation	_____
Meals	_____
Miscellaneous Expenses	_____
Total Estimated Expense	_____

**Signatures:**

- Employee: \_\_\_\_\_
- Date: \_\_\_\_\_

**Approval:**

- Manager's Name: \_\_\_\_\_
- Approval Signature: \_\_\_\_\_
- Date: \_\_\_\_\_