

Business Trip Report

Provided by Business Travel Gadgets.com

General Information

Traveler Name: _____

Company Name: _____

Destination: _____

Travel Dates: Departed: _____ Returned: _____

Travel Overview (Purpose)

Overview: _____

Expected Learning Topics (Pre-Trip Expectations)

Topic 1: _____ Description: _____

Topic 2: _____ Description: _____

Topic 3: _____ Description: _____

Business Contact Information

Contact Name: _____ Company: _____

Contact Office Number: _____ Cell Number: _____

Contact Name: _____ Company: _____

Contact Office Number: _____ Cell Number: _____

Contact Name: _____ Company: _____

Contact Office Number: _____ Cell Number: _____

Attachments

Expense Report Additional Learnings Literature

Emergency Contact Information

Emergency Contact Name: _____ Relationship: _____

Emergency Contact Phone Number: _____

