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: Desc	ription:
Topic 2: Desc	ription:
Topic 3: Desc	ription:
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 Addi	tional Learnings Literature
Emergency Contact Information	
Emergency Contact Name:	Relationship:

Business Trip Report

Page 2

Provided by Business Travel Gadgets.com

General Information (Page 2)	
Traveler Name:	
Travel Dates: Departed:	Returned:
Key Learnings (Post Trip)	
Follow-up Agenda Items	
Item 1:	Description:
Expected Completion Date: _	
Item 2:	Description:
Expected Completion Date:	
	Description: