

# Business Travel Quotation

Quotation No: \_\_\_\_\_  
Date: \_\_\_\_\_  
Prepared For: \_\_\_\_\_  
Company: \_\_\_\_\_  
Prepared By: \_\_\_\_\_  
Contact: \_\_\_\_\_

## Trip Details

Destination: \_\_\_\_\_  
Departure Date: \_\_\_\_\_  
Return Date: \_\_\_\_\_  
No. of Travelers: \_\_\_\_\_  
Purpose: \_\_\_\_\_

## Quotation

Description	Details	Unit Price	Qty	Total
Flight Tickets	_____	_____	_____	_____
Hotel Accommodation	_____	_____	_____	_____
Transportation	_____	_____	_____	_____
Meals	_____	_____	_____	_____
Other Expenses	_____	_____	_____	_____
Sub Total				_____
Tax (%)				_____
Grand Total				_____

## Terms & Conditions

- Quotation valid until: \_\_\_\_\_
- Payment terms: \_\_\_\_\_
- Cancellations & refunds subject to policy.
- Any changes may affect the total cost.

Authorized Signature:

Date: \_\_\_\_\_  
\_\_\_\_\_