

# Business Travel Order Request

Standard Form

## Employee Information

Employee Name \_\_\_\_\_

Employee ID \_\_\_\_\_

Department \_\_\_\_\_

Position/Title \_\_\_\_\_

## Travel Details

Departure Date \_\_\_\_\_

Return Date \_\_\_\_\_

Destination(s) \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

## Transportation & Accommodation

Mode of Transport \_\_\_\_\_

Accommodation Needed \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Travel Advance \_\_\_\_\_

## Additional Notes

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature / Date

\_\_\_\_\_  
Supervisor Approval / Date

\_\_\_\_\_  
HR/Finance Approval / Date