

# 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

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Employee Signature / Date

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Supervisor Approval / Date

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HR/Finance Approval / Date

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