

# Business Travel Cost Planning Template

## Traveler Information

<b>Name</b>	<input type="text" value="Enter name"/>	<b>Department</b>	<input type="text" value="Enter department"/>
<b>Purpose of Travel</b>	<input type="text" value="Enter purpose"/>		
<b>Start Date</b>	<input type="text"/>	<b>End Date</b>	<input type="text"/>
<b>Destination</b>	<input type="text" value="Enter destination"/>		

## Estimated Travel Costs

Expense Category	Description	Estimated Cost
Transportation	<input type="text" value="e.g., Flight, Taxi"/>	<input type="text"/>
Accommodation	<input type="text" value="e.g., Hotel"/>	<input type="text"/>
Meals	<input type="text" value="e.g., Per diem"/>	<input type="text"/>
Other Expenses	<input type="text" value="e.g., Internet, Parking"/>	<input type="text"/>
		<b>Total Estimated Cost</b>

## Notes

<input type="text" value="Additional notes (optional)"/>
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