

Business Travel Cost Planning Template

Traveler Information

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

Notes

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