

Business Travel Summary Sheet

Traveler Information

Name

Employee ID

Department

Position/Title

Trip Details

Purpose of Travel

Destination(s)

Departure Date

Return Date

Travel Itinerary

Date	From	To	Mode of Transport	Details/Notes

Accommodation Details

Hotel Name	Address	Check-in	Check-out	Notes

Expense Summary

Category	Description	Amount	Currency	Receipt Attached
Airfare				
Accommodation				
Meals				
Other				
Total				

Additional Notes

Traveler's Signature

Date

Approved By