

Business Travel Summary Sheet

Traveler Information

Name	<input type="text"/>
Employee ID	<input type="text"/>
Department	<input type="text"/>
Position/Title	<input type="text"/>

Trip Details

Purpose of Travel	<input type="text"/>
Destination(s)	<input type="text"/>
Departure Date	<input type="text"/>
Return Date	<input type="text"/>

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