

Executive Travel Report Outline

1. Trip Overview

- Traveler Name(s)
- Purpose of Trip
- Destination(s)
- Travel Dates

2. Meeting/Visit Summary

- Key Meetings Attended
- Individuals/Organizations Met
- Main Topics Discussed
- Outcomes/Decisions

3. Key Findings and Insights

- Observations
- Market/Industry Trends
- Opportunities Identified
- Challenges and Risks

4. Action Items and Recommendations

- Follow-up Actions Required
- Recommendations for Next Steps
- Responsible Persons/Teams
- Timelines

5. Travel Expenses Summary

- Transportation
- Accommodation
- Meals
- Other Expenses
- Total Cost

6. Attachments

- Itineraries
- Receipts
- Meeting Notes
- Other Relevant Documents

