

Work-Related Trip Planning Guide

1. Trip Details

Employee Name

Department

Purpose of Trip

Trip Dates

YYYY-MM-DD to YYYY-MM-DD

Destination(s)

2. Transportation & Accommodation

Mode(s) of Transportation

Accommodation Details

3. Schedule Overview

Itinerary/Schedule

Enter meetings, site visits, or daily plans

4. Meeting/Engagement Plans

Key Meetings/Contacts

Names, organizations, contact info

5. Budget Planning

Estimated Travel Cost

Miscellaneous Expenses

Total Estimated Budget

6. Additional Notes & Checklist

Special Requirements / Notes

Checklist

- Travel approvals secured
- Visa/permits required
- Accommodation booked
- Meeting invites sent
- Travel insurance arranged
- Emergency contacts listed