

Business Trip Budget Outline

1. Trip Information

Employee Name	_____
Department	_____
Purpose of Trip	_____
Destination	_____
Dates	_____

2. Estimated Expenses

Expense Category	Estimated Amount (\$)	Notes
Transportation (flight/train/car rental)	_____	_____
Accommodation	_____	_____
Meals & Per Diem	_____	_____
Local Transportation	_____	_____
Registration/Conference Fees	_____	_____
Miscellaneous	_____	_____
Total Estimated Cost	_____	

3. Approval Signatures

Requested by	_____ Date: _____
Approved by	_____ Date: _____

Important Notes

- All estimated expenses should be as accurate as possible and supported by available documentation.
- This outline should be submitted for approval prior to making any travel arrangements.
- Retain all receipts during the trip for reimbursement and reporting purposes.
- Review company travel policies before completing this budget outline.