

Conference and Event Business Trip Report

Employee Name:

[Your Name]

Department:

[Department Name]

Trip Dates:

[Start Date] – [End Date]

Event/Conference Title:

[Event Name]

Location:

[City, Country]

Report Date:

[Report Date]

1. Purpose of Trip

[Briefly describe the main objectives/goals of attending the event or conference.]

2. Event Summary

[Summarize key events, sessions, or activities participated in during the conference.]

Session/Meeting	Speaker/Host	Highlights
[Session 1]	[Speaker 1]	[Key Highlights]
[Session 2]	[Speaker 2]	[Key Highlights]

3. Key Learnings & Insights

[List important insights, ideas, trends, skills, or knowledge gained from the event.]

4. Networking & Contacts

[Summarize significant contacts made or relationships established during the event. Optionally, list below:]

Name	Organization	Purpose/Notes
[Contact 1]	[Organization 1]	[Purpose of Connection]

5. Action Items & Recommendations

- [Proposed next steps based on learnings]
- [Suggestions for colleagues/team/organization]
- [Other actionable follow-ups]

6. Expense Summary

Category	Amount	Notes
Transportation	[Amount]	[Details]
Lodging	[Amount]	[Details]
Meals	[Amount]	[Details]
Registration Fees	[Amount]	[Details]
Other	[Amount]	[Details]
Total	[Total Amount]	

7. Attachments

[List or attach relevant documents, photos, slides, business cards, receipts, etc.]

Important Notes

- Be concise and focus on relevant insights and outcomes.
- Include factual information and avoid personal opinions unless required.
- Submit receipts and supporting documents for all expenses claimed.
- Highlight actionable items and recommendations for future benefit.
- Maintain confidentiality where required, especially regarding networking contacts.