

# Post-Training Business Travel Report

Employee Name	<hr/>
Department	<hr/>
Position	<hr/>
Training Title	<hr/>
Date(s) of Training	<hr/>
Location	<hr/>
Purpose of Travel	<hr/>

## 1. Overview

Provide a brief summary of the training program, its objectives, and its relevance to your role and organization.

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## 2. Key Learnings

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## 3. Application to Work

Describe how the acquired knowledge and skills will be applied to your current job responsibilities.

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## 4. Recommendations

Suggest improvements for future training sessions and recommendations for colleagues.

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## 5. Expense Overview

Description	Amount (USD)
Transportation	<hr/>
Accommodation	<hr/>

Meals	_____
Other	_____
Total	_____

## 6. Attachments

- Training materials (if applicable)
- Expense receipts
- Certificates of completion

## Important Notes

- Ensure all sections are completed with accurate and concise information.
- Attach all relevant receipts and documents supporting the expenses.
- The report should be submitted within the specified timeframe after travel.
- Sign and submit the report to your manager or the HR department as per policy.
- Retain a copy of the report and attached documents for your records.