

Post-Training Business Travel Report

Employee Name	_____
Department	_____
Position	_____
Training Title	_____
Date(s) of Training	_____
Location	_____
Purpose of Travel	_____

1. Overview

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

2. Key Learnings

- _____
- _____
- _____

3. Application to Work

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

4. Recommendations

Suggest improvements for future training sessions and recommendations for colleagues.

5. Expense Overview

Description	Amount (USD)
Transportation	_____
Accommodation	_____

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.