

Business Trip Report

Employee Name _____

Department _____

Position _____

Trip Location _____

Trip Dates From: _____ To: _____

Purpose of Trip _____

1. Trip Overview

Brief summary of the business trip, including main objectives and background information.

2. Itinerary & Activities

1. Date/Time: _____
2. Meeting/Activity: _____
3. Attendees: _____
4. Notes: _____

3. Key Outcomes

- Summary of key meetings, agreements, or achievements
- Main issues discussed and action points

4. Observations & Insights

Employee's observations, lessons learned, and strategic insights from the trip

5. Recommendations & Next Steps

- Suggested follow-up actions
- Recommendations to management or team

6. Appendices

- Attachments: Meeting minutes, photos, receipts, etc.

Signature

Date:

Important Notes

- This document provides a formal account of the business trip for internal records.
- All sections should be completed clearly and accurately.
- Supporting documents (receipts, meeting notes) should be attached as appendices.
- Recommendations and next steps help guide post-trip actions.

- Keep a copy for your reference and submit to the designated department.