

International Business Trip Approval

Traveler Information

Employee Name

Employee ID

Department

Position/Title

Trip Details

Destination Country

City

Purpose of Trip

Departure Date

Return Date

No. of Travel Days

Trip Summary / Details

Estimated Expenses

Airfare

Accommodation

Meals

Other (specify)

Total Estimated Cost

Approval

Requested by

Date

Approved by (Supervisor/Manager)

Date

HR/Administration Approval

Date