**BUSINESS TRIP REPORT TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| TRIP NAME / ID |  | | |
| PARTICIPANT(S) |  | | |
| START DATE |  | **END DATE** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| REPORT PREPARED BY |  | DATE OF REPORT |  |

|  |  |
| --- | --- |
| BUSINESS TRIP OVERVIEW | |
| DEPARTING FROM |  |
| DESTINATION |  |
| PURPOSE OF TRAVEL |  |
| SUMMARY OF COMPLETED TRIP |  |
| CONCLUSIONS & RECOMMENDATIONS |  |
| REQUIRED  FOLLOW UP  ACTIONS |  |
| ADDITIONAL COMMENTS |  |

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