

BUSINESS TRIP REPORT TEMPLATE

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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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