

Business Trip Report Template

BUSINESS TRIP REPORT		
Name: _____ [Provide name of the company which organised the business trip]		
Nature of business: _____ [State the nature of business of the concerned company]		
Report written to: _____ [Name the person to whom the report is written]		
Author of the report: _____ [Name the author who writes the report]		
Reason: _____ [Provide reasons for writing the report]		
Date: _____ [Give the date of preparation of report]	Trip period: _____ [Give dates of the tour span]	Destination: _____ [Name the place of outing]
Purpose: [Enumerate the objectives behind conducting the business tour]		
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Events: [Enumerate the happenings and occurrences witnessed in the trip]		
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Highlights: [Enumerate the significant points of the business events]		
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Business developments: [Enunciate the effects of the trip on the business]		
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