**COMPANY NAME HERE**

**ADDRESS HERE**

**Business Trip Report**

|  |  |
| --- | --- |
| To |  |
| From |  |
| Date |  |

Business Trip Overview

|  |  |
| --- | --- |
| Travel Destination |  |
| Travel Period |  |
| Purpose |  |
| Description |  |

Summary

DETAIL TEXT HERE

DETAIL TEXT HERE

DETAIL TEXT HERE

Conclusions / Recommendations

DETAIL TEXT HERE

DETAIL TEXT HERE

DETAIL TEXT HERE

Follow Up Actions

DETAIL TEXT HERE

DETAIL TEXT HERE

DETAIL TEXT HERE