Post Business Trip Report with Next Steps

(Fill out day-by-day as you have your trip and submit 3 days after you return)

Name:

Start Date:

End Date:

Trip Location:

Business Trip Goal:

Business Trip Events & Activities:
(Identify events attended and/or activities done)

Day #:   **Meeting #:**   **Date:**

Name of Agency/School/Gov Office Visited:	
Key contact persons who attended & their contact details: Example: John Smith, jsmith@email.com, +61 ...	
Key Findings	
Next Steps	

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ACADEMY OF
ENTREPRENEURS™

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(Identify events attended and/or activities done)

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Key Findings	
Next Steps	

Business Trip Expense Report

(Include business related expenses only)

Date	Description	Currency	Air & Trans.	Lodging	Fuel/ Mileage	Conf & Seminars	Meals	Entertain ment	Other	TOTAL

Note: Mileage reimbursement for personal use car = $0.XX / mile

SUBTOTAL

ADVANCES

TOTAL REIMBURSEMENT

Don't Forget to Attach Receipt

Itemized Expenses or Description for "Other"			
Date	Description	Currency	Amount

Authorized By   Date

For Office Use Only