

## About the Document

<b>name</b>	AA-ALL-4545-M. Trip Report Form
<b>owner</b>	HR
<b>access &amp; use</b>	All Staff
<b>what it is</b>	<p>A form that documents the outcome of a business trip.</p> <p>Used to ensure:</p> <ul style="list-style-type: none"> <li>◆ Acquired knowledge is shared</li> <li>◆ Documentation of meetings, key contacts, and new leads</li> <li>◆ Implementation of follow up and action items occurs</li> </ul>
<b>who uses it</b>	Employees who participate in business-related travel
<b>used with</b>	<ul style="list-style-type: none"> <li>◆ <i>AA-ALL-4540-M. Travel Authorization and Cash Advance Request</i></li> </ul>

## Why This Process is Important

This process ensures that we document and share the value of attending events for which the Company has incurred a cost.

## Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ◆ Table cells will expand to accommodate any length of text.
- ◆ If required, you can copy and paste:
  - To add additional sections to the form.



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