

About the Document

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

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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