

Business Trip Proposal Form

(Please submit 6+ weeks prior to trip's start date for approval)

Last Name, First Name:

Department:

Trip Destination:

Dates of the Trip:

Travel Purpose:

Business/Work

Training/Education

Observation

Others (Specify):

Substitute while away:

Intended method of travel (mark all that apply and state a reason for those marked with an*)

Company Vehicle

Airplane *

Private Vehicle

Rental Car/Uber *

The substantial business interest in the use of the private vehicle is to be recognized for official travel. *

Use of the private vehicle for personal reasons during the business trip, the employer is not responsible for any property damage.

The trip will be combined with a private trip/vacation from: _____ until _____

TO BE FILLED BY AE

Bookings will be made by the company Yes No

Do you need a Visa to enter the country? Yes No

Are you traveling during a holiday period in this country/location? Yes No

Country/Location's Emergency Contacts

Date

Signature

www.aestudy.com

Level 3, 55 Pyrmont Bridge Road, Pyrmont, NSW 2009, Australia
+61 420 955 509 | info@aestudy.com

RTO 45013 CRICOS Provider Code: 03545J



Business Trip Proposed Goals & Itinerary

Business Trip's Goals:

www.aestudy.com

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Itinerary/Trip Overview:				
Company Name: Academy of Entrepreneurs				
Meeting/Event Date	Location	Purpose	Budget Request	Success Measurement

Total Budget Request:	
Budget Approval	

Approved by:

Signature