

TRAVEL REQUEST FORM

A free pre-trip approval template from engine.com

Submit this form to your manager before booking. Once approved, book your trip and keep this form with your expense report for reconciliation.

A TRAVELER INFORMATION

Employee Name	Employee ID	Department
Manager Name	Manager Email	Project / Cost Center

B TRIP DETAILS

Destination(s)	Departure Date	Return Date
Business Purpose / Justification		
Trip Type (client visit, conference, internal, job site, other)	# of Travelers	# of Nights

C ESTIMATED COSTS

Estimate before you book. Use your destination's typical rates. Median US business hotel rates run roughly \$123/night (Lubbock, TX) to \$337/night (New York City) per Engine booking data.

Cost Category	Estimated Amount (USD)
Airfare / Rail	
Lodging (nights × nightly rate)	
Ground Transport (rideshare, rental, parking)	
Meals & Per Diem	
Conference / Registration	
Other	
TOTAL ESTIMATED COST	

D POLICY CHECK & APPROVAL

Policy check (mark one)
<input type="checkbox"/> This request is within our travel policy. <input type="checkbox"/> This request requires a policy exception (explain below).

If an exception is requested, explain why

Employee Signature	Date
Manager Approval Signature	Date
Finance / Budget Owner Approval (if required)	Date

Notes: Submit for approval before booking. Most business trips are booked within a day of travel, so route this form quickly. Keep the approved form with your expense report for reconciliation.

A free template from [engine.com/templates](https://www.engine.com/templates). Business travel managed from one place.