

Company Travel Consent Form for Staff Business Trips

Employee Information

Full Name

Employee ID

Department

Contact Number

Trip Details

Purpose of Trip

Destination

Travel Dates

Accommodation Details

Emergency Contact Information

Emergency Contact Name

Relationship

Contact Number

Consent & Declaration

I hereby confirm that the above information is accurate and complete. I consent to undertake the business trip as outlined, and agree to comply with all company guidelines and policies during travel.

Employee Signature

Date

Manager/Supervisor Approval

Date

Note: This consent form is to be completed and approved prior to all company business trips.