

# 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.