

# International Business Travel Permission Document

**Employee Name:**

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**Employee ID / Number:**

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**Department / Position:**

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**Destination Country:**

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**Destination City:**

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**Purpose of Travel:**

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**Departure Date:**

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**Return Date:**

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**Duration of Travel:**

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**Additional Notes / Instructions:**

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Employee Signature / Date

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Authorized Supervisor / Date

This document serves as official permission for the above employee to travel internationally for business purposes as stated herein.