

Business Travel Waiver Form

A **travel waiver form sample** for business travel helps companies ensure employee safety and legal compliance by documenting consent and acknowledging potential risks. This form is essential for managing liabilities and streamlining the approval process. Using a standardized template simplifies travel arrangements and protects both the traveler and the organization.

Employee Information

Full Name:

Department:

Position/Title:

Contact Number:

Travel Details

Destination(s):

Travel Dates:

Purpose of Travel:

Acknowledgement of Risks and Waiver

I, the above-named employee, acknowledge that I have voluntarily agreed to participate in business travel as outlined. I understand that travel may involve certain inherent risks, including but not limited to accidents, illness, theft, force majeure events, or other unforeseen circumstances. I have been informed of and understand the organization's travel policies and safety guidelines.

By signing this form, I agree to waive and release the organization, its officers, employees, and agents from any liability for injury, loss, or damages that may occur during my business travel, except where prohibited by law. I also acknowledge my responsibility to follow all company policies and local laws during travel.

Employee Signature:

Date:

Manager/Supervisor Approval:

Date:

Note: This template is for reference only. Customize as needed to fit your organization's requirements and local regulations.