

Employee Travel Waiver Form

A **travel waiver form sample** for employees helps organizations manage risks and ensure compliance with travel policies. It outlines responsibilities and liabilities related to business trips. Using this form protects both the employer and employee during travel assignments.

Employee Information

Full Name:

Employee ID:

Department:

Email Address:

Trip Details

Destination:

Travel Dates:

Purpose of Travel:

Waiver and Release

I, the undersigned employee, acknowledge and accept that participation in business travel involves certain inherent risks. I agree to comply with all corporate travel guidelines and assume responsibility for my personal safety and conduct during the trip.

I hereby release and hold harmless [Company Name], its officers, directors, and employees, from any and all liabilities, claims, damages, or losses that may arise from my participation in this travel, except where due to gross negligence or willful misconduct.

Emergency Contact Name:

Emergency Contact Phone:

Employee Signature:

Date:

For internal use only:

Approved by: _____

Date: _____