

Employee Declaration Form for Business Travel

This **employee declaration form** for business travel ensures that all necessary travel details and health information are accurately recorded. It helps businesses maintain compliance and safeguard employee well-being during trips. The sample form is designed for easy use and clear communication.

Employee Information

Full Name:

Employee ID:

Department:

Contact Number:

Travel Details

Destination:

Departure Date:

Return Date:

Purpose of Travel:

Health Declaration

☐

I do not have symptoms related to COVID-19.

☐

I have not been in close contact with a confirmed COVID-19 case in the last 14 days.

☐

My destination is not under any travel ban or advisory.

Emergency Contact Information

Emergency Contact Name:

Emergency Contact Number:

Relationship:

Employee Signature:

Type or sign here

Date:

Submit Declaration