

Travel Request Form

The **travel request form sample** with risk assessment section ensures comprehensive planning by integrating potential hazards evaluation. This form streamlines approval processes while prioritizing traveler safety through detailed risk analysis. It is an essential tool for organizations managing business trips or fieldwork.

1. Traveler Information

Full Name	<input type="text"/>
Department	<input type="text"/>
Email	<input type="text"/>

2. Trip Details

Destination(s)	<input type="text"/>
Purpose of Travel	<input type="text"/>
Departure Date	<input type="text"/>
Return Date	<input type="text"/>

3. Risk Assessment

Potential Risk/Hazard	Likelihood	Impact	Mitigation Measures
<input type="text" value="e.g., Health outbreak"/>	<input type="text" value="Low"/>	<input type="text" value="Low"/>	<input type="text" value="e.g., Vaccinations required"/>
<input type="text" value="e.g., Security concerns"/>	<input type="text" value="Low"/>	<input type="text" value="Low"/>	<input type="text" value="e.g., Register with embassy"/>

Additional Comments / Other Risks:

4. Approval

Requested By	<input type="text"/>
Date	<input type="text"/>
Approved By	<input type="text"/>
Approval Date	<input type="text"/>

Note: Ensure all required risk assessment fields are completed accurately before submission.