

Simple Travel Request Form

Streamline your company's trip planning with this **simple travel request form** sample, designed specifically for small businesses. It helps employees quickly submit travel details while ensuring management has all necessary information for approval. Enhance efficiency and cost control by using a clear, easy-to-use travel request form.

Employee Name
<input type="text"/>
Department
<input type="text"/>
Purpose of Travel
<input type="text"/>
Destination
<input type="text"/>
Travel Dates
<input type="text" value="e.g., June 10-12, 2024"/>
Mode of Transportation
<input type="text" value="Select"/>
Estimated Cost
<input type="text"/>
Manager Approval (To be completed by manager)
<input type="text" value="Pending"/>
Submit Request