

Travel Request Form

Use this **travel request form sample** to streamline your travel approval process efficiently. The form incorporates an approval workflow that ensures all travel plans are reviewed and authorized promptly. Simplify trip management and maintain organized records with this comprehensive solution.

Employee Name

Department

Destination

Travel Dates

Purpose of Travel

Estimated Cost

Advance Required?

Special Instructions

Approval Workflow

- 1. **Employee** submits the travel request.
- 2. **Manager** reviews and approves/rejects the request.

Approve

Reject

- 3. **HR/Finance** verifies estimated costs and processes advance if applicable.

Manager Comments

Status:

Submit Request

Reset