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## Travel or Trip Report

1. **Purpose:** The purpose of a travel report is to justify the purpose of the trip and the money that you spent. Because trip reports provide proof of expenses, it is imperative that they are accurate and provide a clear explanation of the trip.
2. **Audience:** Trip reports are usually provided for one's immediate manager or supervisor; however, the report may become a portion of a larger report, or it may be forwarded to other managers, accountants, and even CEOs. Trip reports eventually provide company accountants with information for yearly reports, projected annual budgets, and crucial information for tax filing.
3. **Mode:** While trip reports can be written as a letter, memo, or e-mail, you should remember that trip reports are professional documents that require a formal style. Whichever mode of communication that you choose or that you are instructed to use as a means for providing your information, you should plan, organize, and write your report following the convention of business genre and following correct writing conventions (grammar, punctuation, and usage). Headings are an integral part of the trip report, and divide your report into easily recognized sections.
4. **Formatting and Elements of the Report:**
  - A. **Subject line:** On the subject line, you should include the destination, purpose, and date of the trip.
  - B. **Statement of purpose:** The first line of the text of your report should be your statement of purpose or the purpose of the trip—be specific. Depending upon your position in the company, it may be necessary to include the name of the person who approved the travel.
  - C. **Introductory summary:** The summary can be divided into sections, depending upon the reason for the trip. In each section, you should elaborate so that your company will have information for a follow-up trip.
    - I. Contains the reason for the trip.
    - II. Who you met. You should always provide full names, titles, and conversations that related to your trip.
    - III. What you accomplished. Again, you should be explicit with those activities or recommendations that you give to the people you meet.
  - D. **Summary of actions:** Describe what you did on the trip.
  - E. Depending on the report, you may be asked to provide recommendations based on your findings from the trip.
  - F. **Outcomes:** Describe any results of the trip.
  - G. **Spreadsheet:** Provide a detailed list of expenditures, and photo copied receipts. (Do not highlight the receipts. Highlighting can impair the quality of the copy.)