

# Corporate Travel Plan Outline

**Date:** [Insert Date]

**Prepared by:** [Your Name]

**Department:** [Your Department]

## 1. Purpose of Travel

Provide a brief description of the purpose of the travel.

## 2. Travel Details

- **Destination:** [Insert Destination]
- **Travel Dates:** [Insert Travel Dates]
- **Travelers:** [List of Travelers]

## 3. Itinerary

Date	Activity	Location
[Date]	[Activity]	[Location]

## 4. Budget Overview

- **Travel Cost:** [Estimated Cost]
- **Accommodation:** [Estimated Cost]
- **Meals:** [Estimated Cost]
- **Other Expenses:** [Estimated Cost]

## 5. Approval

Please sign below to approve this travel plan:

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[Manager's Name]