

Emergency Business Travel Request Template

Instructions: This form is for authorizing urgent and unplanned business travel. Please complete all fields and obtain the necessary signatures prior to booking travel arrangements.

1. Traveler Details

Traveler Full Name:

Job Title / Role:

Department / Team:

Contact Phone Number:

Email Address:

2. Emergency Justification & Trip Details

Nature of Emergency / Business Reason:

Destination (City, Country):

Proposed Departure Date:

Proposed Return Date:

Urgency Level (e.g., High, Critical):

3. Estimated Expenses & Cost Center

Estimated Transportation Cost (Flight/Train/Car):

Estimated Lodging & Meals Cost:

Cost Center / Project Code to Charge:

4. Authorizations & Approvals

By signing below, the parties agree that this travel is critical to business continuity and cannot be delayed or conducted remotely.

Traveler Signature: Date:

Authorizing Manager Name:

Authorizing Manager Signature: Date: