

# Corporate Business Travel Feedback Template

Please complete this feedback form to help improve corporate travel services, accommodations, and booking processes. This printed form should be submitted to the HR or Travel Department upon your return.

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## 1. Traveler & Trip Information

Employee Full Name:	<input type="text"/>
Department / Division:	<input type="text"/>
Job Title / Designation:	<input type="text"/>
Travel Dates (From - To):	<input type="text" value="YYYY-MM-DD to YYYY-MM-DD"/>
Destination (City, Country):	<input type="text"/>
Purpose of Travel:	<input type="text" value="e.g., Client Meeting, Conference, Internal Audit"/>

## 2. Transportation & Booking Experience

Please rate and provide feedback on your booking experience and transportation (flights, trains, or car rentals).

Booking Agency / Portal Ease of Use:	<input type="text" value="Excellent / Good / Fair / Poor"/>
Primary Transport Provider (e.g., Airline Name):	<input type="text"/>
Punctuality and Service Quality:	<input type="text" value="Excellent / Good / Fair / Poor"/>
Issues Encountered (Delays, Lost Baggage, etc.):	<input type="text" value="Specify if any"/>

## 3. Accommodation & Lodging

Please rate your hotel stay and accommodation services.

Hotel Name and Location:	<input type="text"/>
Room Quality and Cleanliness:	<input type="text" value="Excellent / Good / Fair / Poor"/>
Amenities (Wi-Fi, Workspace, Breakfast):	<input type="text" value="Satisfactory / Unsatisfactory"/>
Perceived Safety & Location Convenience:	<input type="text" value="Excellent / Good / Fair / Poor"/>

## 4. Expenses & Corporate Travel Policy

Ease of Expense Claim Process:	<input type="text" value="Excellent / Good / Fair / Poor"/>
Adequacy of Daily Allowance (Per Diem):	<input type="text" value="Sufficient / Insufficient"/>
Clarity of Corporate Travel Policy Guidelines:	<input type="text" value="Clear / Unclear"/>

## 5. Overall Experience & Remarks

Overall Trip Satisfaction Rating:	<input type="text" value="Excellent / Good / Fair / Poor"/>
Recommendations for Future Travelers:	<input type="text"/>
Additional Comments or Suggestions:	<input type="text"/>

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## 6. Signatures for Print Authorization

Employee Signature:	<input type="text" value="Sign on physical copy"/>
Date of Submission:	<input type="text" value="YYYY-MM-DD"/>
Manager / Approver Name:	<input type="text"/>

