

# Sales Department Travel Pre-Authorization Template

Please complete this form and obtain the necessary approvals prior to booking any travel arrangements. This form is designed for printing and physical or digital sign-off.

## 1. Traveler Information

Employee Full Name:	<input type="text"/>	Job Title:	<input type="text"/>
Department / Team:	<input type="text" value="Sales"/>	Direct Manager:	<input type="text"/>
Email Address:	<input type="text"/>	Phone Number:	<input type="text"/>

## 2. Trip details

Departure City:	<input type="text"/>	Destination City/Country:	<input type="text"/>
Departure Date (YYYY-MM-DD):	<input type="text"/>	Return Date (YYYY-MM-DD):	<input type="text"/>
Primary Purpose of Travel:	<input type="text"/>		

## 3. Business & Client Alignment

Target Client / Account Name:	<input type="text"/>
CRM Opportunity ID / Project Name:	<input type="text"/>
Estimated Deal Value / Revenue Impact:	<input type="text"/>

## 4. Estimated Travel Expenses

Expense Category	Estimated Cost (USD)	Notes / Details
Airfare / Train:	<input type="text"/>	<input type="text"/>
Lodging / Hotel:	<input type="text"/>	<input type="text"/>
Meals (Per Diem):	<input type="text"/>	<input type="text"/>
Local Transport (Taxi, Car Rental):	<input type="text"/>	<input type="text"/>
Client Entertainment / Dining:	<input type="text"/>	<input type="text"/>
Miscellaneous:	<input type="text"/>	<input type="text"/>
<b>Total Estimated Budget:</b>	<input type="text"/>	Authorized total maximum <input type="text"/>

## 5. Pre-Authorization Approvals

By signing below, the parties agree that this travel is necessary for business development and aligned with the current sales strategy and budget guidelines.

Role	Signature / Authorizer Name	Date (YYYY-MM-DD)
Traveler Signature:	<input type="text"/>	<input type="text"/>

Sales Manager Approval:	<input type="text"/>	<input type="text"/>
VP of Sales Approval:	<input type="text"/>	<input type="text"/>
Finance Department Sign-Off:	<input type="text"/>	<input type="text"/>