

International Business Travel Pre-Approval Template

Please complete this form and obtain the necessary approvals prior to booking any international travel.

1. Traveler Information

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

2. Travel Itinerary & Details

Destination Country:	<input type="text"/>
Destination City (Cities):	<input type="text"/>
Departure Date:	<input type="text" value="YYYY-MM-DD"/>
Return Date:	<input type="text" value="YYYY-MM-DD"/>
Detailed Business Purpose:	<input type="text"/>

3. Estimated Expenses (USD)

Airfare / Transportation:	<input type="text"/>
Lodging / Accommodation:	<input type="text"/>
Meals & Incidentals:	<input type="text"/>
Other Expenses (Visas, SIM cards, etc.):	<input type="text"/>
Total Estimated Budget:	<input type="text"/>

4. International Compliance & Security

Passport Valid for 6+ Months? (Yes/No):	<input type="text"/>
Visa Required? (Yes/No):	<input type="text"/>
Emergency Contact Name:	<input type="text"/>
Emergency Contact Phone:	<input type="text"/>

5. Required Signatures for Approval

By signing below, the parties agree that this travel is necessary and aligned with corporate objectives.

Traveler Signature:	<input type="text"/>	Date:	<input type="text"/>
Direct Manager Signature:	<input type="text"/>	Date:	<input type="text"/>
VP / Executive Sponsor Signature:	<input type="text"/>	Date:	<input type="text"/>