



**REQUEST FOR BUSINESS TRAVEL FORM (RBT)**

Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Dept.: \_\_\_\_\_ Company Affiliation: \_\_\_\_\_

**PURPOSE OF TRIP:**

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**ITINERARY:**

Foreign: \_\_\_\_\_  Domestic: \_\_\_\_\_  
 (Place/Address) (Place/Address)

FROM	TO	AIRLINE	FLT. NO.	DATE	DEPARTURE TIME	CLASS

**HOTEL ACCOMMODATIONS:**

PREFERRED PLACE	DATE IN	DATE OUT	ROOM TYPE
			<input type="checkbox"/> Single
			<input type="checkbox"/> Double

Yes  No

**CAR RENTAL REQUEST:**

LOCATION OF PICK-UP	PICK-UP DATE	DROP-OFF DATE

**EXPENSES SHOULDERED BY THE COMPANY:**

The expenses shouldered by the company must be based on actual expenses but not to exceed the amount stated in the Budget for Official Travel guidelines, and must be approved/endorsed by the Dept. Mgr., Director of Fin., & Admin. and President. Expenses other than indicated in the guidelines, will automatically be charged against the respective personal account of the traveler.

**APPROVALS**

\_\_\_\_\_ Department Mgr.      \_\_\_\_\_ Director of Fin. & Admin      \_\_\_\_\_ President

**CONFORME**

\_\_\_\_\_ Employee's Signature      \_\_\_\_\_ Date