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| **Business Trip Request Form** |
|  **Date\*：** |
| **Requester\*** |  | **Department\*** |  |
| **Representative** |  | **Department** |  |
| **Business Trip Reason \*** |  |
| **Business Trip Type\*** |  |
| **Business Trip Location\*** |  | **Estimated Days \*** |  |
| **Estimated Start Date \*** |  | **Estimated End Date \*** |  |
| **Transportation \*** |  |
| **Accommodation \*** |  |
| **Accommodation Details** |  |
| **Advance Currency** | **­­­­** | **Advance Amount** |  |
| **Itinerary Details\*** |  |
| **Remarks** |  |