

TOUR REPORT FORM

**NAME OF EMPLOYEE:**

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**DESIGNATION:**

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**TOUR AUTHORITY:**

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**TOUR EFFECTIVE:**

<b>From:</b>	<b>To:</b>
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**PURPOSE OF TOUR:**

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**Report on executive  
Or fulfillment of the  
Purpose (use additional  
Sheet if required)**

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**SUPERVISOR'S  
COMMENTS:**

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**Signature of the Employee**

**Signature of the CEO/Director/Manager**