

Business Travel Survey Template

All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

Think about your most recent completed work trip. Do not include booking codes, client details, or payment information. Use the normal travel support route for unresolved requests.

1. How easy was it to arrange the trip through the available booking process?

- ☐ Very difficult
- ☐ Somewhat difficult
- ☐ Neither difficult nor easy
- ☐ Somewhat easy
- ☐ Very easy
- ☐ Did not arrange it

2. How well did the itinerary fit your work commitments?

- ☐ Not at all well
- ☐ Slightly well
- ☐ Moderately well
- ☐ Very well
- ☐ Extremely well
- ☐ Not applicable

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3. How clear were the travel instructions provided before departure?

- ☐ Very unclear
- ☐ Somewhat unclear
- ☐ Neither clear nor unclear
- ☐ Somewhat clear
- ☐ Very clear
- ☐ None received

4. How easy was it to get travel support when needed?

- ☐ Very difficult
- ☐ Somewhat difficult
- ☐ Neither difficult nor easy
- ☐ Somewhat easy
- ☐ Very easy
- ☐ Did not need support

5. How easy was the expense submission process?

- ☐ Very difficult
- ☐ Somewhat difficult
- ☐ Neither difficult nor easy
- ☐ Somewhat easy
- ☐ Very easy
- ☐ Not yet submitted
- ☐ Not applicable

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6. What caused the most avoidable difficulty?

7. What would improve your next work trip?
