

TRAVEL MEMO

RBC Industries

Date: July 21, 2023

To: Mr. James Williams

From: Emily Johnson

Subject: Travel Request - Business Conference in New York

Dear Mr. Williams,

I hope this memo finds you well. I am writing to request approval for a business-related trip to attend the Global Business Summit 2023 in New York. The conference is scheduled for August 14, 2023 to August 16, 2023, and I am seeking your approval to represent RBC Industries at this important event.

Travel Details

Destination: New York, USA

Travel Dates: August 14, 2023 to August 16, 2023

Duration: 4 days

Purpose of Travel

The purpose of my trip is to attend the Global Business Summit 2023, which is a premier event in our industry. The conference will feature key industry experts, networking opportunities, and presentations on the latest trends and innovations. My presence at this event will provide valuable insights into emerging market trends and foster potential collaborations.

Estimated Expenses

Airfare: \$800

Accommodation: \$1,200

Ground Transportation: \$300

Meals: \$400

Conference Registration: \$500

Miscellaneous: \$200

Total Estimated Expenses: \$4,400

Justification

Attending the Global Business Summit 2023 is crucial for our company's growth and development. The insights gained from the conference will allow us to stay ahead of

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Memo For Tourism Phase

M Mark



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