

B5.12 Example Work-related travel plan and report

How to use this template

This document is an example of the types of procedures that an Indigenous business could implement to manage the risks associated with work related travel.

Note - This document is an example and may not be appropriate for all businesses.

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------|--|
| Date (today) | | | |
| Details of Person Responsible for Scheduled Calls | | | |
| Name | | | |
| Depart/Team/Company | | | |
| Office Number | | Extension | |
| Mobile Number | | Home Number | |
| Names of other People Travelling on this Trip | | | |
| Company Employees | | | |
| Consultant/s / Others | | | |
| Traditional Owners | | | |
| Communication Details | | | |
| Vehicle Number | | | |
| UHF Radio | | | |
| HF Radio | | | |
| Sat Phone | | | |
| Project Manager | | | |
| Office Number | | Extension | |
| Mobile Number | | Home Number | |
| Accommodation Details | | | |
| Accommodation (name) | | | |
| Phone Number | | | |
| Trip Details (including routes, stop-off points, destination, work area etc. Maps of remote work area <u>must</u> be provided to Contact) | | | |
| | | | |
| | | | |
| | | | |
| Reporting Details | | | |
| Name of Person Reporting to | | | |
| If other than Scheduled Call Contact: | | | |
| Phone number/s | | Mobile number | |
| Date out | ETD | ETA | |
| Date in | ETD | ETA | |
| Comments | | | |
| | | | |
| Trip Report Form Prepared by (pls print name) | | | |
| | | | |