Itinerary Template

FLIGHTS

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Flight #** | **Airline** | **Departure Time** | **Arrival Time** | **Gate** | **Seat** | **Confirmation #** | **Airport** | **Attachments** |
|  |  |  |  |  |  |  |  |  | Boarding Pass |
|  |  |  |  |  |  |  |  |  | Boarding Pass |

CAR RENTAL

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Date** | **Time** | **Location** | **Confirmation Number** | **Company** | **Attachments** |
| Pick Up |  |  |  |  |  | Voucher / Confirmation |
| Drop Off |  |  |  |

HOTEL

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Address** | **Attachments** | **Confirmation Number** | **Meals Included** | **Extras Included** |  | **Date** | **Time** |
|  |  | Voucher / Confirmation |  |  |  | Check In |  |  |
|  |  | Check Out |  |  |

MEETINGS / EVENTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Venue** | **Topic** | **Attachments** |
|  |  |  |  |  | Agenda |
|  |  |  |  |  | Agenda |