

Itinerary Template

FLIGHTS

Date	Flight #	Departure Time	Gate	Confirmation #	Attachments
					Boarding Pass
		Arrival Time	Seat	Airport	
		Departure Time	Gate	Confirmation #	Boarding Pass
		Arrival Time	Seat	Airport	

CAR RENTAL

	Date	Time	Location	Confirmation Number	Company
Pick Up					
Drop Off					
Attach voucher here					

HOTEL

Name	Address	Confirmation Number	Meals Included		Date	Time
				Check In		
				Check Out		
Attach voucher here						

MEETINGS / EVENTS

Date	Start Time	End Time	Venue	Topic	Attachments
					Agenda
					Agenda