

Travel & Accommodation Info

Full Name	Enter Traveler Name	Title/Position	Enter Title/Position
Department/Company	Enter Department/Company	Dates	Enter Date

FLIGHT INFORMATION

Flight Number	Enter Flight Number
Airline	Enter Airline Name
Departure Airport	Enter Airport Name and Terminal
Departure Time	Enter Departure Time (Local Time)
Arrival Airport	Enter Destination Airport Name and Terminal
Arrival Time	Enter Arrival Time (Local Time)
Confirmation Number	Enter Flight Confirmation Number
Seat Assignment	Enter Seat Information, if applicable
Baggage Info	Include number of checked bags, if applicable

ACCOMMODATION INFORMATION

Hotel Name	Enter Hotel Name
Hotel Address	Enter Airline Name
Reservation Confirmation #	Enter Hotel Address
Check-in Time	Enter Check-in Time
Check-out Time	Enter Check-out Time
Hotel Contact Number	Enter Check-out Time

**** Depending on the type of transportation you're booking, choose the appropriate option below. Be sure to delete any options that don't apply to your trip.**

Tip: If you're renting a car, I recommend including a screenshot of the car you've selected. This way, the traveler will know exactly what to expect. Additionally, I like to provide printouts with directions to the rental location in case GPS is unavailable, ensuring they can easily find the pickup spot.

TRANSPORTATION ARRANGEMENTS

Rental Car/Taxi/Private Driver Info	Enter Information
Pickup Location	Enter Pickup Location
Arrival Details	Enter Details

Uber/Ride-share Details	Enter Details
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RENTAL CAR ARRANGEMENTS

Car Rental Company	Enter Car Company
Rental Company Location	Enter Rental Company Location
Car Rental Confirmation Number	Enter Confirmation Number
Pick-up Time and Date	Enter Pick-up Time and Date
Drop off Time and Date	Enter Drop off Time and Date

EMERGENCY INFORMATION

Emergency Contacts	Enter Emergency Contact Names and Numbers
Local Emergency Numbers	Enter Local Police/Medical Fire Numbers
Medical Facilities	Enter Details for Nearest Hospitals/Clinics

Meeting Information

IMPORTANT CONTACTS

Host/Meeting Organizer	Enter Name, Title, Contact Info
Colleagues at Destination	Enter Names and Contact Info
Local Assistance/Support	Enter Contact Info for Local Support, if applicable

Meeting Schedule

Note: Add meeting-specific details here. Include the time, location, agenda, and participants.

Meeting 1:

Time	Enter Time Here
Location	Enter Location Here
Agenda (Enter Key Discussion Points)	Attendees Enter List of Attendees

Meeting 2:

Time	Enter Time Here	
Location	Enter Location Here	
Agenda (Enter Key Discussion Points)	Attendees Enter List of Attendees	

(Copy and paste above as needed for additional meetings.)

Daily Schedule Overview

Day 1: Enter Date

Morning	Enter Activities or Meetings for Morning
Afternoon	Enter Activities or Meetings for Afternoon
Evening	Enter Dinner/Free Time/Other Events

Day 2: Enter Date

Morning	Enter Activities or Meetings for Morning
Afternoon	Enter Activities or Meetings for Afternoon
Evening	Enter Dinner/Free Time/Other Events

(Continue as needed for each day of travel.)

Additional Information

**** I like to put a screenshot of the 10-day weather forecast here so the travel can glance at it quickly and decide how they want to pack**

WEATHER FORECAST

Destination City	Enter Destination
Weather Overview	Enter Low/High Temperatures, Precipitation Chance
Clothing Recommendations	Enter What to Pack Based on Weather

ADDITIONAL INFORMATION

Time Zone	Enter Time Zone
Local Currency	Enter Currency Type & Current Exchange Rate (e.g., USD to EUR)

Power Outlet Type	Include Information About Plug Type and Voltage, Use Pictures If Applicable
Public Transportation Options	List Nearby Transit Options

EMERGENCY INFORMATION

Emergency Contacts	Enter Emergency Contact Names and Numbers
Local Emergency Numbers	Enter Local Police/Medical Fire Numbers
Medical Facilities	Enter Details for Nearest Hospitals/Clinics

Notes/Additional Information

- Enter Any Specific Notes or Special Requests