

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.**

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

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

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

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	

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