# horizontal line**Business Travel Itinerary**

## **Traveler Information**

* **Name:** [Full Name]
* **Position/Department:** [Job Title, Department]
* **Company Name:** [Company Name]
* **Contact Information:** [Phone Number, Email Address]
* **Emergency Contact:** [Name, Phone Number]

## **Trip Overview**

* **Purpose of Travel:** [Meeting/Conference/Client Visit/Other]
* **Destination(s):** [City, Country]
* **Travel Dates:** [Start Date - End Date]

## **Flight Details**

* **Airline:** [Airline Name]
* **Flight Number:** [Flight Number]
* **Departure Date & Time:** [Date, Time]
* **Departure Airport:** [Airport Name, City]
* **Arrival Airport:** [Airport Name, City]
* **Duration:** [Flight Duration]

## **Accommodation Details**

* **Hotel Name:** [Hotel Name]
* **Address:** [Full Address]
* **Check-in Date & Time:** [Date, Time]
* **Check-out Date & Time:** [Date, Time]
* **Contact Number:** [Hotel Phone Number]
* **Reservation Number:** [Confirmation/Reservation Number]

## **Daily Schedule**

### **Day 1: [Date]**

* **Morning:** [Client Meeting/Workshop Details]
* **Afternoon:** [Lunch with Team, Business Presentation]
* **Evening:** [Networking Dinner/Event]

### **Day 2: [Date]**

* **Morning:** [Activity/Meeting Details]
* **Afternoon:** [Break/Free Time]
* **Evening:** [Dinner/Other Business Activity]

*(Repeat as necessary for additional days)*

## **Important Notes**

* **Meeting Agenda:** [Attach agenda or provide overview]
* **Business Materials:** [Laptops, Presentations, Documents Checklist]
* **Reimbursement Details:** [Policy and Process]