

Travel Itinerary Sample

Travel Itinerary for [Destination]

Traveler Name(s): _____

Date of Travel: _____

1. Trip Overview

- Purpose of Trip: _____
- Destination: _____

2. Transportation Details

Outbound Flight:

- Departure Date: _____
- Departure Time: _____
- Departure Airport: _____
- Flight Number: _____

Inbound Flight:

- Return Date: _____
- Return Time: _____
- Arrival Airport: _____
- Flight Number: _____

3. Accommodation

- Hotel Name: _____
- Address: _____
- Phone: _____
- Check-in Date: _____
- Check-out Date: _____

4. Daily Itinerary

Date	Time	Activity	Location
[Date]	[Time]	[Activity]	[Location]
[Date]	[Time]	[Activity]	[Location]
[Date]	[Time]	[Activity]	[Location]
[Date]	[Time]	[Activity]	[Location]
[Date]	[Time]	[Activity]	[Location]
[Date]	[Time]	[Activity]	[Location]
[Date]	[Time]	[Activity]	[Location]
[Date]	[Time]	[Activity]	[Location]

5. Contact Information

- Local Contact:
 - Name: _____

- Phone: _____
- Emergency Contact:
 - Name: _____
 - Phone: _____

6. Notes
