**Itinerary Template**

**horizontal line**

### 

**Trip Itinerary for [Destination]**

**Traveler Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. Overview**

**Purpose of the Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Travel Details**

* **Flight Information:**
  + **Departure: [Date] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Time] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Airport] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **Arrival: [Date] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Time] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Airport] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **Flight Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **Airline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Accommodation:**
  + **Hotel Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **Check-in Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **Check-out Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Daily Schedule**

| **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]** |

**4. Important Contacts**

* **Local Contact:**
  + **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Emergency Contact:**
  + **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Additional Information**

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