**Travel Itinerary Sample**

**horizontal line**

**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**

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