**Business Travel Itinerary Template**

| **Full Name** |  |
| --- | --- |

| **🛫 FLIGHT INFO (DEPARTURE)** | |
| --- | --- |
| Airline |  |
| Confirm Code |  |
| Gate |  |
| Departure |  |
| Depart Date |  |
| Depart Time |  |
| Arrival |  |
| Arrive Date |  |
| Arrive Time |  |

| **✈️ FLIGHT INFO (RETURN)** | |
| --- | --- |
| Airline |  |
| Confirm Code |  |
| Gate |  |
| Departure |  |
| Depart Date |  |
| Depart Time |  |
| Arrival |  |
| Arrive Date |  |
| Arrive Time |  |

| Additional notes regarding your flight ✏️ |
| --- |

| **🚗 CAR RENTAL INFO** | |
| --- | --- |
| Company Name |  |
| Pick-Up Date |  |
| Pick-Up Time |  |
| Pick-Up Location |  |
| Drop-Off Date |  |
| Drop-Off Time |  |
| Drop-Off Location |  |

| Additional notes regarding car rental ✏️ |
| --- |

| **🏨 HOTEL INFO** | |
| --- | --- |
| Hotel name |  |
| Hotel address |  |
| Room number |  |
| Check-in Date |  |
| Check-in Time |  |
| Check-out Date |  |
| Check-out Time |  |

| Additional notes regarding your hotel booking ✏️ |
| --- |

| **PLANNED ACTIVITIES DURING THE TRIP 🍽️ 🧘 💆‍♀️** | | |
| --- | --- | --- |
| 📅 DATE | 📍 PLACE | ACTIVITY |
|  |  |  |
|  |  |  |
|  |  |  |

| Additional notes regarding the activities during your stay ✏️ |
| --- |