




# Business Travel Itinerary Template

<b>Full Name</b>	
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 <b>FLIGHT INFO (DEPARTURE)</b>	
Airline	
Confirm Code	
Gate	
Departure	
Depart Date	
Depart Time	
Arrival	
Arrive Date	
Arrive Time	

 <b>FLIGHT INFO (RETURN)</b>	
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
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Additional notes regarding the activities during your stay 
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