

# Travel Itinerary

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Flight / Rail / Rental / Hotel / Event

For Printing / Distribution Use

Prepared For: \_\_\_\_\_ Event or Purpose: \_\_\_\_\_

Travel Dates: Departing: \_\_\_\_\_ Returning: \_\_\_\_\_

Notes:

## Leg 1

Depart From: \_\_\_\_\_ To: \_\_\_\_\_ Flight # / Train # \_\_\_\_\_

Airline or Carrier: \_\_\_\_\_ Gate and/or Terminal \_\_\_\_\_

Check-in Time: \_\_\_\_\_ Depart Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Transfer I/N \_\_\_\_\_

## Leg 2

Depart From: \_\_\_\_\_ To: \_\_\_\_\_ Flight # / Train # \_\_\_\_\_

Airline or Carrier: \_\_\_\_\_ Gate and/or Terminal \_\_\_\_\_

Check-in Time: \_\_\_\_\_ Depart Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Transfer I/N \_\_\_\_\_

## Leg 3

Depart From: \_\_\_\_\_ To: \_\_\_\_\_ Flight # / Train # \_\_\_\_\_

Airline or Carrier: \_\_\_\_\_ Gate and/or Terminal \_\_\_\_\_

Check-in Time: \_\_\_\_\_ Depart Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

## Vehicle Rental:

Rental Company: \_\_\_\_\_ Class or Model: \_\_\_\_\_ Reservation #: \_\_\_\_\_

Pick-up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Drop-off Date: \_\_\_\_\_ Time: \_\_\_\_\_

Beginning Mileage: \_\_\_\_\_ Ending Mileage: \_\_\_\_\_ Fuel Expense \$\$: \_\_\_\_\_

## Hotel / Accommodations:

Hotel Name: \_\_\_\_\_ Hotel Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Reservation Number: \_\_\_\_\_

Check-in Date: \_\_\_\_\_ # of Nights: \_\_\_\_\_ Check-out Date: \_\_\_\_\_ Time: \_\_\_\_\_