

Travel Itinerary

by SampleWork.com

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: _____