Organization Name

|  |  |
| --- | --- |
| Itinerary | For Name |
| Trip Description | Enter trip description |
| Trip Goals | Enter trip goals |
| Trip Length | Enter trip length |
| Departure Date | Enter departure date |
| Departure Airline | Enter departure airline |
| Departure Flight No. | Enter departure flight no. |
| Departure Time | Enter departure time |
| Arrival Time | Enter arrival time |
| Hotel | Enter hotel |
| Ground Transportation | Enter ground transportation |
| Main Contact Name/Phone | Enter main contact name/phone |
| Return Date | Enter return date |
| Return Airline | Enter return airline |
| Return Flight No. | Enter return flight no. |
| Return Departure Time | Enter return departure time |

| Day 1 | Time | Location | Contact Name | Contact Phone |
| --- | --- | --- | --- | --- |
| Breakfast | Enter time | Enter location | Enter contact name | Enter contact phone |
| Technical Workshop | Enter time | Enter location | Enter contact name | Enter contact phone |
| Lunch | Enter time | Enter location | Enter contact name | Enter contact phone |
| Client Visit | Enter time | Enter location | Enter contact name | Enter contact phone |
| Dinner | Enter time | Enter location | Enter contact name | Enter contact phone |
| Conference Call Meeting | Enter time | Enter location | Enter contact name | Enter contact phone |
| Other 1 | Enter time | Enter location | Enter contact name | Enter contact phone |
| Other 2 | Enter time | Enter location | Enter contact name | Enter contact phone |
| Other 3 | Enter time | Enter location | Enter contact name | Enter contact phone |

# Notes/Additional Items

|  |
| --- |
| Enter Notes/Additional Items |

| Day 2 | Time | Location | Contact Name | Contact Phone |
| --- | --- | --- | --- | --- |
| Breakfast | Enter time | Enter location | Enter contact name | Enter contact phone |
| Technical Workshop | Enter time | Enter location | Enter contact name | Enter contact phone |
| Lunch | Enter time | Enter location | Enter contact name | Enter contact phone |
| Client Visit | Enter time | Enter location | Enter contact name | Enter contact phone |
| Dinner | Enter time | Enter location | Enter contact name | Enter contact phone |
| Conference Call Meeting | Enter time | Enter location | Enter contact name | Enter contact phone |
| Other 1 | Enter time | Enter location | Enter contact name | Enter contact phone |
| Other 2 | Enter time | Enter location | Enter contact name | Enter contact phone |
| Other 3 | Enter time | Enter location | Enter contact name | Enter contact phone |

# Notes/Additional Items

|  |
| --- |
| Enter Notes/Additional Items |