

Travel Itinerary for: *Name of Traveler*

Pre-travel checklist

- Driver's license
- Insurance card
- Any required medications (Refills)
- Mobile phone, Laptop, tablet and chargers.
- Notify bank &/or credit card companies of travel
- Business cards
- Special clothing requirements for meetings & occasions
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Itinerary

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| | |
| Destination | |
| Departure Date | |
| Departure Flight & No. | |
| Departure Time | |
| Arrival Time | |
| Layover | |
| Departure Time | |
| Final Destination Arrival Time | |
| Transportation to/from Hotel | |
| Hotel Reservation | |
| Return Date | |
| Return Flight & No. | |
| Return Departure Time | |
| Arrival Time | |
| Layover | |
| Departure Time | |
| Home Arrival Time | |