

Simple itinerary template for business travel



Here's a fillable template for travel itineraries designed for you to use when organising employee travel. This template lays out key information for before, during, and after the trip, with room for customisation. It can be easily adapted to different roles, destinations, or company policies. Use a copy of this template for each traveller.

Traveller has reviewed and confirmed all details.

Travel preparation

Traveller name:.....

Other people traveling (*internal or external*):.....

Purpose of travel: Travel approver:

Travel dates:..... Budget per traveller (trip total):

Are there any specific preferences or requirements?

This includes dietary requirements, accessibility requirements, airplane seating, loyalty programs etc:

Which ID documents are required for travel?

Passport Visa Other (please specify):

Travel insurance:

Plan number:..... Employee number:.....

To receive emergency assistance, contact:.....

Additional notes on the destination:

Please add any other information that is relevant here, including major events at the destination, national holidays, safety concerns, local customs like limited credit card acceptance, etc.

Destination resources:

Add any links or guides about the destination that might be helpful to the traveller.

Corporate travel resources:

Company travel policy (link):

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Travel itinerary

Flight info

Flight number: Confirmation number:
Number of stopovers: Codesharing flight? Yes No
Baggage allowance: Pre-booked seats? Yes No

Hotel info

Confirmation number:
Hotel name and address:
Check-in (date and time): Check-out (date and time):

Recommended ground transportation

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Trip schedule

List any meetings or events, including times and addresses.

Notes:

Day 1:

Day 2:

Day 3:

Day 4:

Emergency contacts

Primary: Secondary:
Other:

After returning from travel

Submitting travel expenses

Expenses must be submitted by:
Required information:
How submit to expenses: (link) Who to contact for questions: