Fully-Customizable Business Travel Itinerary

Traveler Details

Full Name	
Department	
Employee ID	
Passport number	
Purpose of travel	
Travel location	
Start date	
End date	

Add other information that you may need regarding your business travel itinerary

Departure Flight

Date	
Departure time	
Airport	
Airline / Flight no.	
Confirmation code (PNR)	
Gate	
Travel time	
Meal on board	Yes
Estimated Arrival Time	

Add other information that you may need regarding your flight

Hotel Check-In

Name of the hotel	Holiday Inn San Francisco-Golden Gateway by IHG
Reservation ID	
Room category	Suite
Date of check-in	
Check-in time	
Date of check-out	
Check-out time	

Add other information that you may need regarding your hotel check-in.

Itinerary

List day-to-day itinerary and schedule here

Date	Day	Time	Place	Type	Notes
	Monday			Meal	
	Tuesday			Conference	
	Wednesday			Meeting	