

BUSINESS TRAVEL ITINERARY

CONFIDENTIAL TRAVEL DOCUMENT
TRAVELER NAME
DESTINATION
DATE RANGE
PROJECT/CLIENT
EMERGENCY CONTACT
CONFIRMATION #

TIME	ACTIVITY / FLIGHT / MEETING	LOCATION / VENUE	NOTES / LOGISTICS
Monday, October 23			
08:30 AM	Flight AA2412 (Terminal 3)	ORD → LHR	Seat 4D Gate B12
01:00 PM	Check-in: Grand Plaza Hotel	Financial District	Ref: #9928374
Tuesday, October 24			
09:00 AM	Project Stakeholder Briefing	Boardroom A, HQ	Prepare Slide Deck B
12:30 PM	Working Lunch w/ Director	The Ivy Grill	Budget Review Focus
03:00 PM	Site Inspection	West Facility	PPE Required
Wednesday, October 25			

TIME	ACTIVITY / FLIGHT / MEETING	LOCATION / VENUE	NOTES / LOGISTICS
10:00 AM	Final Sign-off Meeting	Main Office	Contract Execution
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EXPENSE TRACKING & REMINDERS