|  |  |
| --- | --- |
|  | TRAVEL ITINERARY  Print and leave a copy of this itinerary at home with a friend or relative. |

# Destination Emergency Contact Information

|  |  |
| --- | --- |
| Full name | Enter full name |
| Address | Enter address |
| Home phone | Enter home phone |
| Mobile or cellular phone | Enter mobile or cellular phone |

# Business Information

|  |  |
| --- | --- |
| Company | Enter company |
| Business address | Enter business address |
| Job title | Enter job title |
| Business phone | Enter business phone |
| Business fax | Enter business fax |
| Business email address | Enter business email address |
| Manager’s name and phone | Enter manager’s name and phone |
| Assistant’s name and phone | Enter assistant’s name and phone |
| Web page address | Enter web page address |

# Emergency and Medical Information

|  |  |
| --- | --- |
| In case of emergency, contact | Enter in case of emergency, contact |
| Emergency contact’s address | Enter emergency contact’s address |
| Emergency contact’s phone | Enter emergency contact’s phone |
| Doctor’s name | Enter doctor’s name |
| Doctor’s phone | Enter doctor’s phone |
| Doctor’s address | Enter doctor’s address |
| Medical insurance carrier and member number | Enter medical insurance carrier and member number |
| Blood type | Enter blood type |
| Known medical conditions | Enter known medical conditions |
| Known allergies | Enter known allergies |
| Current medications | Enter current medications |
|  |  |

# Airline Information

|  | Flight #1 | Flight #2 | Flight #3 | Flight #4 |
| --- | --- | --- | --- | --- |
| Date | Enter date | Enter date | Enter date | Enter date |
| Airline | Enter airline | Enter airline | Enter airline | Enter airline |
| Airline phone number | Enter airline phone number | Enter airline phone number | Enter airline phone number | Enter airline phone number |
| Flight number | Enter flight number | Enter flight number | Enter flight number | Enter flight number |
| Departure city | Enter departure city | Enter departure city | Enter departure city | Enter departure city |
| Departure time | Enter departure time | Enter departure time | Enter departure time | Enter departure time |
| Destination city | Enter destination city | Enter destination city | Enter destination city | Enter destination city |
| Arrival time | Enter arrival time | Enter arrival time | Enter arrival time | Enter arrival time |
| Snack or Meal | Enter choice | Enter choice | Enter choice | Enter choice |

# Car Rental Information

|  |  |
| --- | --- |
| Pick-up date | Enter pick-up date |
| Company | Enter company |
| Company phone number | Enter company phone number |
| Confirmation number | Enter confirmation number |
| Quoted rental rate | Enter quoted rental rate |
| Pick-up location | Enter pick-up location |
| Drop-off location | Enter drop-off location |
| Drop-off date | Enter drop-off date |

# Hotel Itinerary

| Date | Hotel | City, Country | Reservation confirmation number | Phone number |
| --- | --- | --- | --- | --- |
| Enter date | Enter hotel 1 | Enter City, Country | Enter reservation confirmation number | Enter phone number |
| Enter date | Enter hotel 2 | Enter City, Country | Enter reservation confirmation number | Enter phone number |
| Enter date | Enter hotel 3 | Enter City, Country | Enter reservation confirmation number | Enter phone number |
| Enter date | Enter hotel 4 | Enter City, Country | Enter reservation confirmation number | Enter phone number |
| Enter date | Enter hotel 5 | Enter City, Country | Enter reservation confirmation number | Enter phone number |

# Credit Cards and Travelers Checks

| Credit card type | Issuing bank | Credit card no. | Phone number |
| --- | --- | --- | --- |
| Enter credit card type 1 | Enter issuing bank | Credit card no. | Enter phone number |
| Enter credit card type 2 | Enter issuing bank | Credit card no. | Enter phone number |
| Enter credit card type 3 | Enter issuing bank | Credit card no. | Enter phone number |

| Traveler’s check type | Value | Check number | Phone number |
| --- | --- | --- | --- |
| Enter check type 1 | Enter value | Enter check number | Enter phone number |
| Enter check type 2 | Enter value | Enter check number | Enter phone number |
| Enter check type 3 | Enter value | Enter check number | Enter phone number |
| Enter check type 4 | Enter value | Enter check number | Enter phone number |
| Enter check type 5 | Enter value | Enter check number | Enter phone number |

# City-Wide Events/Issues

|  |  |
| --- | --- |
| Event #1 | Enter event #1 |
|  | Enter event #1 location |
| Event #2 | Enter event #2 |
|  | Enter event #2 location |
| Event #3 | Enter event #3 location |
| Major issue #1 | Enter major issue #1 |
|  | Enter major issue #1 location |
| Major issue #2 | Enter major issue #2 location |
|  |  |

# Team Dinner

|  |  |
| --- | --- |
| Restaurant name | Enter restaurant name |
| Restaurant address | Enter restaurant address |
| Restaurant phone number | Enter restaurant phone number |
| Restaurant website | Enter restaurant website |
| Restaurant dress code | Enter restaurant dress code |
| Restaurant type of meal | Enter restaurant type of meal |
| Restaurant guests attending | Enter restaurant guests attending |
| Restaurant confirmation number | Enter restaurant confirmation number |
| Restaurant special food requirements | Enter restaurant special food requirements |
| Restaurant special requests | Enter restaurant special requests |
| Restaurant date/Time Confirmed | Enter restaurant date/Time Confirmed |

# Weather Report

|  |  |
| --- | --- |
| Day 1 (Day of week/Date) | Enter weather AM |
|  | Enter weather PM |
| Day 2 (Day of week/Date) | Enter weather AM |
|  | Enter weather PM |
| Day 3 (Day of week/Date) | Enter weather AM |
|  | Enter weather PM |
| Day 4 (Day of week/Date) | Enter weather AM |
|  | Enter weather PM |
| Day 5 (Day of week/Date) | Enter weather AM |
|  | Enter weather PM |
|  |  |