**Business Travel Itinerary Template**

Commencement of travel date: \_\_\_\_\_\_\_\_\_\_\_\_ [mention date of commencement of travelling in dd/mm/yyyy format]

Day 1

Flight time: \_\_\_\_\_\_\_\_\_ [mention the flight/railway/bus/car take off/starting time]

Reaching time: \_\_\_\_\_\_\_ [mention the time of landing or reaching the destination]

Travel destination Number 1: \_\_\_\_\_\_\_\_ [mention the name of travel destination number 1]

Name of hotel/guest house: \_\_\_\_\_\_\_\_ [mention the name of the hotel for destination number 1]

Schedule for day 1:

• Reach hotel at\_\_\_\_\_\_ [time] and rest for 2 hours.

• Conference at \_\_\_\_\_\_\_\_[mention time for conference]

• Finish conference and have dinner at \_\_\_\_\_\_\_\_\_ [mention the venue of destination]

Schedule for day 2

Breakfast timing: \_\_\_\_\_\_\_\_\_ [mention timing of breakfast]

Leave hotel at \_\_\_\_\_\_ [time]

Next exhibition/conference: \_\_\_\_\_\_\_\_\_\_\_\_ [mention the name of the venue of the exhibition or business meeting/conference]

Duration of conference: \_\_\_\_\_\_\_\_\_\_\_ [mention the timings of conference]

Leave from conference at: \_\_\_\_\_\_\_ [mention time of conference ending]

Next destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [mention the name of the next destination]

Reach back hotel at: \_\_\_\_\_\_\_ [mention timing of reaching back hotel]

Dinner at: \_\_\_\_\_\_\_\_ [mention timing of dinner at hotel]

[In a similar way jot down the program for day 3 of business travel]

[In a similar way write down the format for the business travel itinerary with emphasis on each new day and reaching back to origin destination details]

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