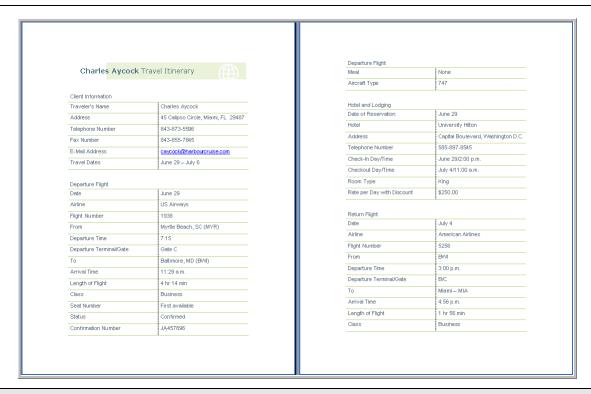
BUSINESS DOCUMENT NOTES: ITINERARY



DESCRIPTION - WHAT IS IT AND WHY IS IT USED?

- Used to indicate travel arrangements
- Some itineraries include minute details about each day, while others simply list departure and arrival information including airline, departure/arrival gate, dates, and times

MARGINS

- Adjust margins (top and side) so that the agenda is attractively presented on the page
- If letterhead stationery is used, leave .5 inches between the letterhead and the beginning
 of the document

COMPONENTS (IN ORDER)

Heading	Name of travelerDates of trip
Date and time	Date and time of departure

BUSINESS DOCUMENT NOTES: ITINERARY		
Departure information	Example if traveling by air:	
	Name of airport(s)	
	Gate number	
	Flight number	
	Airline	
	Plane type	
	Seat assignment	
	Number of stops or layovers	
	Flight change information	
Lodging information	Date and time of check-in and check-out	
	Type of room	
	Amenities provided	
Meeting times and locations	Contact names and numbers	
	Travel arrangements to and from meetings	
	• Times	
	Locations	
Return information	Transportation to departure site (i.e. airport)	
	Same departure information	
	Transportation from airport to home	
Area attractions (optional)	Other tourist-type information	

GUIDELINES FOR KEYING

- Easiest to key when table feature is used
- Double space the heading information (Itinerary for Ken Smith April 1-4, 2010) and key it in bold with the word Itinerary keyed in all caps, small caps, or initial caps
- If the trip covers more than one day, use side headings in bold to separate each
- · Align the times at the colon
- Double space between each item
- Include the names and phone numbers of airports, contacts, hotels, conference locations, and the flight numbers
- If there are two airports in one city, provide the name of the airport