

BUSINESS DOCUMENT NOTES: ITINERARY

Charles Aycock Travel Itinerary	
Client Information	
Traveler's Name	Charles Aycock
Address	45 Calipso Circle, Miami, FL 29487
Telephone Number	843-873-5596
Fax Number	843-855-7845
E-Mail Address	caycock@harbourcruise.com
Travel Dates	June 29 – July 6
Departure Flight	
Date	June 29
Airline	US Airways
Flight Number	1938
From	Myrtle Beach, SC (MYR)
Departure Time	7:15
Departure Terminal/Gate	Gate C
To	Baltimore, MD (BWI)
Arrival Time	11:29 a.m.
Length of Flight	4 hr 14 min
Class	Business
Seat Number	First available
Status	Confirmed
Confirmation Number	JA457896
Departure Flight Details	
Meal	None
Aircraft Type	747
Hotel and Lodging	
Date of Reservation	June 29
Hotel	University Hilton
Address	Capital Boulevard, Washington D.C.
Telephone Number	585-897-8545
Check-in Day/Time	June 29/2:00 p.m.
Checkout Day/Time	July 4/1:00 a.m.
Room Type	King
Rate per Day with Discount	\$250.00
Return Flight	
Date	July 4
Airline	American Airlines
Flight Number	5256
From	BWI
Departure Time	3:00 p.m.
Departure Terminal/Gate	B/C
To	Miami – MIA
Arrival Time	4:56 p.m.
Length of Flight	1 hr 56 min
Class	Business

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	<ul style="list-style-type: none"> • Name of traveler • Dates of trip
Date and time	<ul style="list-style-type: none"> • Date and time of departure

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Departure information	<ul style="list-style-type: none"> • Example if traveling by air: <ul style="list-style-type: none"> ▪ Name of airport(s) ▪ Gate number ▪ Flight number ▪ Airline ▪ Plane type ▪ Seat assignment ▪ Number of stops or layovers ▪ Flight change information
Lodging information	<ul style="list-style-type: none"> • Date and time of check-in and check-out • Type of room • Amenities provided
Meeting times and locations	<ul style="list-style-type: none"> • Contact names and numbers • Travel arrangements to and from meetings • Times • Locations
Return information	<ul style="list-style-type: none"> • Transportation to departure site (i.e. airport) • Same departure information • Transportation from airport to home
Area attractions (optional)	<ul style="list-style-type: none"> • Other tourist-type information
GUIDELINES FOR KEYING	
<ul style="list-style-type: none"> • 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 	