# [Organization Name]

|  |  |
| --- | --- |
| Itinerary | For |
| Trip Description |  |
| Trip Goals |  |
| Trip Length |  |
| Departure Date |  |
| Departure Airline |  |
| Departure Flight No. |  |
| Departure Time |  |
| Arrival Time |  |
| Hotel |  |
| Ground Transportation |  |
| Main Contact Name/Phone |  |
| Return Date |  |
| Return Airline |  |
| Return Flight No. |  |
| Return Departure Time |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day 1 | Time | Location | Contact Name | Contact Phone |
| Breakfast |  |  |  |  |
| Technical Workshop |  |  |  |  |
| Lunch |  |  |  |  |
| Client Visit |  |  |  |  |
| Dinner |  |  |  |  |
| Conference Call Meeting |  |  |  |  |
| Other |  |  |  |  |
| Other |  |  |  |  |
| Other |  |  |  |  |

#### Notes/Additional Items

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day 2 | Time | Location | Contact Name | Contact Phone |
| Breakfast |  |  |  |  |
| Technical Workshop |  |  |  |  |
| Lunch |  |  |  |  |
| Client Visit |  |  |  |  |
| Dinner |  |  |  |  |
| Conference Call Meeting |  |  |  |  |
| Other |  |  |  |  |
| Other |  |  |  |  |
| Other |  |  |  |  |

#### Notes/Additional Items

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| --- |
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