



## Sample Itinerary

Print and take a copy of this form with you on your trip. Also leave a copy at home with a friend or relative.

### Airline Information

|                             | Flight #1                  | Flight #2                  | Flight #3                  | Flight #4                  |
|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>Date</b>                 | Enter date                 | Enter date                 | Enter date                 | Enter date                 |
| <b>Airline</b>              | Enter airline              | Enter airline              | Enter airline              | Enter airline              |
| <b>Airline phone number</b> | Enter airline phone number | Enter airline phone number | Enter airline phone number | Enter airline phone number |
| <b>Flight number</b>        | Enter flight number        | Enter flight number        | Enter flight number        | Enter flight number        |
| <b>Departure city</b>       | Enter departure city       | Enter departure city       | Enter departure city       | Enter departure city       |
| <b>Departure time</b>       | Enter departure time       | Enter departure time       | Enter departure time       | Enter departure time       |
| <b>Destination city</b>     | Enter destination city     | Enter destination city     | Enter destination city     | Enter destination city     |
| <b>Arrival time</b>         | Enter arrival time         | Enter arrival time         | Enter arrival time         | Enter arrival time         |

### Car Rental Information

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

**Hotel Itinerary**

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

**Credit Cards and Travelers Checks**

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

| <b>Traveler's check type</b> | <b>Value</b> | <b>Check number</b> | <b>Phone number</b> |
|------------------------------|--------------|---------------------|---------------------|
| <b>Enter check type 1</b>    | Enter value  | Enter check number  | Enter phone number  |
| <b>Enter check type 2</b>    | Enter value  | Enter check number  | Enter phone number  |
| <b>Enter check type 3</b>    | Enter value  | Enter check number  | Enter phone number  |
| <b>Enter check type 4</b>    | Enter value  | Enter check number  | Enter phone number  |
| <b>Enter check type 5</b>    | Enter value  | Enter check number  | Enter phone number  |