



## [Client Name] Travel Itinerary

### Client Information

<b>Traveler's Name</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>E-Mail Address</b>	
<b>Travel Dates</b>	

### Departure Flight

<b>Date</b>	
<b>Airline</b>	
<b>Flight Number</b>	
<b>From</b>	
<b>Departure Time</b>	
<b>Departure Terminal/Gate</b>	
<b>To</b>	
<b>Arrival Time</b>	
<b>Length of Flight</b>	
<b>Class</b>	
<b>Seat Number</b>	
<b>Status</b>	
<b>Confirmation Number</b>	
<b>Meal</b>	
<b>Aircraft Type</b>	
<b>Length of Flight</b>	



<b>Departure Flight</b>	
<b>Mileage</b>	
<b>Car Rental</b>	
<b>Date of Reservation</b>	
<b>Rental Company</b>	
<b>Pickup Day/Time</b>	
<b>Drop-off Day/Time</b>	
<b>Confirmation Number</b>	
<b>Status</b>	
<b>Rate Code</b>	
<b>Mileage</b>	
<b>Corporate Discount Percentage or Amount</b>	
<b>Rate per Day with Discount</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Hotel and Lodging</b>	
<b>Date of Reservation</b>	
<b>Hotel</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Check-In Day/Time</b>	
<b>Checkout Day/Time</b>	
<b>Room Type</b>	
<b>Rate per Day with Discount</b>	

**Return Flight**

<b>Date</b>	
<b>Airline</b>	
<b>Flight Number</b>	
<b>From</b>	
<b>Departure Time</b>	
<b>Departure Terminal/Gate</b>	
<b>To</b>	
<b>Arrival Time</b>	
<b>Length of Flight</b>	
<b>Class</b>	
<b>Seat Number</b>	
<b>Status</b>	
<b>Confirmation Number</b>	
<b>Meal</b>	
<b>Aircraft Type</b>	
<b>Mileage</b>	
<b>Insurance</b>	
<b>Name of Insured</b>	
<b>Insurance Company</b>	
<b>Telephone Number</b>	
<b>Type</b>	
<b>Confirmation Number</b>	
<b>Purchase Date</b>	
<b>Effective Date</b>	
<b>Expiration Date</b>	

<b>Insurance</b>	
<b>Premium</b>	
<b>Form of Payment</b>	
<b>Special Instructions</b>	

<b>Travel Agent's Contact Information</b>	
<b>Travel Agent's Name</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>E-Mail Address</b>	
<b>Notes</b>	