

Business Trip Details List

Travel Information

Airline: _____ Flight Number: _____
Flight Cost: _____ Miles Flown: _____
Airport 1: _____ Airport 2: _____
Departure Time: _____ Arrival Time: _____
Rental Car Cost: _____ Fuel Cost: _____
Miles Driven: _____ Time Spent: _____
Drove From: _____ To: _____

Accommodations

Hotel #1: _____ Address: _____
Phone No: _____ Price per Night: _____
Check-In Date: _____ Check-Out Date: _____
of Nights Stayed: _____ Total Cost: _____

Hotel #2: _____ Address: _____
Phone No: _____ Price per Night: _____
Check-In Date: _____ Check-Out Date: _____
of Nights Stayed: _____ Total Cost: _____

Contacts

Contact #1: _____ Phone No. _____
Address: _____ Hotel No. _____

Contact #2: _____ Phone No. _____
Address: _____ Hotel No. _____

Itinerary

Meeting #1: _____
Address: _____ Room No. _____
Date: _____ Time: _____
Notes: _____

Meeting #2: _____
Address: _____ Room No. _____
Date: _____ Time: _____
Notes: _____

Meeting #3: _____
Address: _____ Room No. _____
Date: _____ Time: _____
Notes: _____