

Trip Itinerary

Purpose: Meeting & Training

Trip Start: 19/09/2016

Destination: Washington DC

Trip End: 25/09/2016

DEPARTING FLIGHT			
Date	Departs Airline	Confirm: Departure	Flight # Arrives Arrival

CAR RENTAL			
Date	Time	Confirm: Location	Company
		Pick Up:	
		Drop Off	

HOTEL				
Date	Name	Confirm: Street	City	Room Check-out

MEETING AND EVENT					
Date	Start	venue	Street	Topic	Room