

# Trip Itinerary Template *(with Expense Tracking)*

## Budget & Expenses

Estimated Budget:

Actual Expenses:

### Expense Breakdown

Transport	Lodging	Food	Activities	Miscellaneous

## Trip Overview

Destination:

Travel Date:

Purpose of Trip:

Trip Duration:

## Accommodation

Hotel Name:

Address:

Reservation #:

Contact Info:

Check-In Time:

Check-Out Time:

## Daily Itinerary

Date	Time	Planned Activities for the Day	Transportation