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 |
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| source: [www.neworchards.com](https://www.neworchards.com) | | | |