

# Trip Itinerary Template *(with Expense Tracking)*

## Budget & Expenses

Estimated Budget:

Actual Expenses:

Expense Breakdown				
<i>Transport</i>	<i>Lodging</i>	<i>Food</i>	<i>Activities</i>	<i>Miscellaneous</i>

## 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