Trip Itinerary Template (with Expense Tracking)

Budget & Expenses Estimated Budget: Actual Expenses: Expense Breakdown Transport Lodging Miscellaneous Food Activities Trip Overview Travel Date: Destination: 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

source: www.neworchards.com