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) | | | |