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) |