

# Travel Itinerary

**Date:** [Insert Date]

**To:** [Insert Recipient's Name]

**From:** [Your Name]

**Address:** [Your Address]

## Travel Dates

**Departure Date:** [Insert Departure Date]

**Return Date:** [Insert Return Date]

## Flight Details

**Departure Flight:** [Insert Flight Information]

**Return Flight:** [Insert Flight Information]

## Accommodation Information

**Hotel Name:** [Insert Hotel Name]

**Address:** [Insert Hotel Address]

**Check-in Date:** [Insert Check-in Date]

**Check-out Date:** [Insert Check-out Date]

## Contact Information

**Emergency Contact:** [Insert Contact Name]

**Phone Number:** [Insert Contact Number]

## Purpose of Travel

[Briefly describe purpose of travel for study authorization]

Thank you for considering this travel itinerary. Please feel free to contact me for any further information required.

Sincerely,

[Your Name]

[Your Signature]