

Confirmed Business Travel Itinerary

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department]

From: [Company Name]

Itinerary Details

Travel Dates: [Start Date] to [End Date]

Flight Information

Departure: [Departure City] on [Departure Date] at [Departure Time]

Flight Number: [Flight Number]

Arrival: [Arrival City] on [Arrival Date] at [Arrival Time]

Accommodation Details

Hotel Name: [Hotel Name]

Address: [Hotel Address]

Check-in Date: [Check-in Date]

Check-out Date: [Check-out Date]

Meeting Schedule

Meeting 1: [Meeting Title] on [Date] at [Time] - [Location]

Meeting 2: [Meeting Title] on [Date] at [Time] - [Location]

Travel Policy Reminder

Please refer to the company travel policy for guidance on expenses and conduct during travel.

If you have any questions, feel free to contact [Contact Person] at [Contact Email] or [Contact Phone Number].

Thank you and safe travels!