

Confirmed Business Travel Itinerary

Traveler Name: John Doe

Company Name: ABC Corporation

Travel Dates: March 15, 2023 - March 22, 2023

Flight Details

Departure: March 15, 2023

From: New York, NY (JFK)

To: London, UK (LHR)

Flight Number: AA123

Departure Time: 6:00 PM

Arrival Time: March 16, 2023, 6:30 AM

Accommodation Details

Hotel Name: The Grand Hotel

Address: 123 King St, London, UK

Check-in: March 16, 2023

Check-out: March 22, 2023

Meetings Schedule

Date: March 17, 2023

Time: 10:00 AM - 12:00 PM

Location: ABC Corporation London Office

Participants: Jane Smith, David White

Return Flight Details

Departure: March 22, 2023

From: London, UK (LHR)

To: New York, NY (JFK)

Flight Number: AA456

Departure Time: 8:00 PM

Arrival Time: March 23, 2023, 10:00 PM

If you have any questions regarding the travel itinerary, please feel free to contact me.

Best Regards,
Emily Johnson
Travel Coordinator
ABC Corporation