

# Confirmed Business Travel Itinerary

Date: [Insert Date]

## Traveler Information

Name: [Traveler's Name]

Position: [Traveler's Position]

Company: [Traveler's Company]

## Itinerary Details

### Departure

Departure Date: [Insert Departure Date]

Departure Time: [Insert Departure Time]

Departure Airport: [Insert Departure Airport]

### Destination

Site Visit Location: [Insert Site Visit Location]

Address: [Insert Address]

### Return

Return Date: [Insert Return Date]

Return Time: [Insert Return Time]

Return Airport: [Insert Return Airport]

## Contact Information

Emergency Contact: [Insert Emergency Contact Name and Number]

Travel Coordinator: [Insert Travel Coordinator's Name and Contact]

## Notes

[Insert any additional notes or remarks regarding the travel itinerary]

Thank you for your attention to this itinerary. We look forward to a successful site visit.