

Employee Travel Itinerary

Employee Details

Name: John Doe

Position: Marketing Specialist

Employee ID: 12345

Travel Details

Departure Date: March 10, 2024

Return Date: March 15, 2024

Destination: New York City, NY

Itinerary

- **March 10, 2024:** Depart from Los Angeles International Airport (LAX) at 9:00 AM, arrive in New York (JFK) at 5:00 PM.
- **March 11, 2024:** Meetings with clients from 10:00 AM - 4:00 PM.
- **March 12, 2024:** Conference attendance from 9:00 AM - 5:00 PM.
- **March 13, 2024:** Free day for site visits and networking.
- **March 14, 2024:** Wrap up meetings and finalize reports.
- **March 15, 2024:** Depart from New York (JFK) at 3:00 PM, arrive in Los Angeles (LAX) at 6:00 PM.

Accommodation

Hotel Name: Hilton Garden Inn

Address: 123 Main St, New York, NY 10001

Check-in: March 10, 2024

Check-out: March 15, 2024

Contact Information

Emergency Contact: Jane Smith

Phone Number: (555) 987-6543