

Sales Trip Travel Itinerary

To: [Representative Name]

Date: [Date]

Purpose of Trip: Sales Calls and Meetings

Itinerary

Date	Time	Activity	Location	Contact Person
[Date 1]	[Time 1]	Departure	[Departure Location]	N/A
[Date 1]	[Time 2]	Meeting with [Client Name]	[Client Location]	[Client Contact]
[Date 1]	[Time 3]	Lunch	[Restaurant Name]	N/A
[Date 1]	[Time 4]	Return to Hotel	[Hotel Name]	N/A

Accommodations

Hotel Name: [Hotel Name]

Address: [Hotel Address]

Check-in: [Check-in Date]

Check-out: [Check-out Date]

Additional Notes

[Any additional information or instructions]

Safe Travels!