

Team Travel Itinerary for Off-Site Meetings

Date: [Insert Date]

To: [Team Name]

From: [Your Name/Department]

Itinerary Overview

- Departure Date: [Insert Departure Date]
- Return Date: [Insert Return Date]
- Location: [Insert Meeting Location]

Travel Details

Outbound Journey

Departure: [Insert Departure Time] from [Insert Departure Location]

Arrival: [Insert Arrival Time] at [Insert Arrival Location]

Return Journey

Departure: [Insert Departure Time] from [Insert Return Location]

Arrival: [Insert Arrival Time] at [Insert Return Destination]

Accommodation

Hotel Name: [Insert Hotel Name]

Address: [Insert Hotel Address]

Check-in: [Insert Check-in Date and Time]

Check-out: [Insert Check-out Date and Time]

Meeting Schedule

Date	Time	Agenda	Location
[Insert Date]	[Insert Time]	[Insert Agenda Item]	[Insert Location]

Contact Information

If you have any questions or need assistance, please contact:

[Your Name] - [Your Phone Number] - [Your Email]

Important Notes

- Please arrive at the airport/train station at least [Insert Time] before departure.
- Ensure all travel documents are up to date.
- Stay hydrated and carry snacks for the journey.

We look forward to a productive trip!