

# Business Travel Itinerary

**Travel Date:** March 15, 2024

**Employee Name:** John Doe

**Destination:** New York City, NY

## Flight Details

**Departure:** March 15, 2024 - 8:00 AM from Los Angeles International Airport (LAX)

**Arrival:** March 15, 2024 - 4:00 PM at John F. Kennedy International Airport (JFK)

**Flight Number:** AA 1234

## Accommodation

**Hotel Name:** Grand Hotel New York

**Check-In:** March 15, 2024

**Check-Out:** March 18, 2024

**Address:** 123 Main St, New York, NY 10001

## Meetings Scheduled

**Date:** March 16, 2024

**Time:** 10:00 AM

**Location:** Office of ACME Corp, 456 Corporate Blvd, New York, NY 10002

## Return Travel

**Departure:** March 18, 2024 - 6:00 PM from JFK

**Arrival:** March 18, 2024 - 9:00 PM at LAX

**Flight Number:** AA 5678

For any changes or accommodations, please contact the travel coordinator.

Safe travels!