

Group Trip Itinerary Planning Document

Trip Overview

Destination	
Travel Dates	
Number of Participants	
Trip Organizer	

Participant List

Name	Contact Info	Notes (Allergies, Preferences, etc.)

Accommodation Details

Hotel/Place	Address	Check-in / Out	Booking Reference

Transportation

Type	Company/Provider	Time	Booking Reference
Flight/Train/Bus/Car			

Daily Itinerary

Day 1:

- Time - Activity / Location
- Time - Activity / Location

Day 2:

- Time - Activity / Location
- Time - Activity / Location

Day 3:

- Time - Activity / Location
- Time - Activity / Location

Estimated Budget

Category	Estimated Cost
Accommodation	
Transportation	
Food	

Activities	
Other	

Notes & Reminders