

Business Trip Travel Planning Worksheet

Employee Name

Department

Date

Purpose of Trip

Destination

Trip Dates

e.g. 2024-07-01 to 2024-07-05

Transportation

Mode	Carrier / Details	Departure	Arrival	Confirmation #
<div>Flight, Train, etc.</div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Accommodation

Hotel Name	Address	Check-in	Check-out	Confirmation #
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Meetings/Events

Date & Time	With Whom	Location	Notes
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>

Estimated Expenses

Item	Description	Estimated Cost
<div>Airfare</div>		
<div>Hotel</div>		
<div>Meals</div>		
<div></div>		

Additional Notes / Checklist

E.g. Prepare presentation, bring passport, etc.