Business Trip Planner Template

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| **Trip Information** |
| Trip name |  |
| Trip purpose |  |
| Destination(s) |  |
| Departure airport |  |
| Departure date |  |
| Return date |  |

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| **Things to do** |
| Check status of passport |
| Passport number |  |
| Get visa(s) |
| Visa number |  |
| Get health check-up and required immunizations for international travel |
| Required vaccinations |  |
| Reserve airline tickets |
| Departure | Airline(s) |  |
| Flight number(s) |  |
| Departure date |  |
| Departure time |  |
| Confirmation number |  |
| Return | Airline(s) |  |
| Flight number(s) |  |
| Return date |  |
| Return time |  |
| Confirmation number |  |
| Arrange transportation to airport |
| Shuttle or taxi service name |  |
| Pickup time |  |
| Confirmation number |  |
| Reserve rental car |
| Rental car company name |  |
| Pickup time |  |
| Confirmation number |  |
| Arrange lodging |
| Hotel name |  |
| Address |  |
| Dates booked |  |
| Check-in time |  |
| Confirmation number |  |
| Book tickets for seminar/conference |
| Conference name |  |
| Dates/times |  |
| Address |  |
| Request business travel advance |
| Advance approved by |  |
| Arrange for business contacts in your absence |
| Contact name(s) |  |
| Create out-of-office messages for business phone and e-mail |
| Delegate business projects |
| Projects assigned to |  |
|  |  |
| Arrange for child care provider, house sitter, and/or pet sitter |
| Care provider/sitter name |  |
| Care provider/sitter phone number |  |
| Care provider/sitter name |  |
| Care provider/sitter phone number |  |
| Contact post office to hold mail |
| Other preparations |
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