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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