[Client Name] Travel Itinerary

Client Information

Traveler's Name	
Address	
Telephone Number	
Fax Number	
E-Mail Address	
Travel Dates	

Departure Flight

Date	
Airline	
Flight Number	
From	
Departure Time	
Departure Terminal/Gate	
To	
Arrival Time	
Length of Flight	
Class	
Seat Number	
Status	
Confirmation Number	
Meal	
Aircraft Type	
Length of Flight	

Departure Flight

Mileage

Car Rental

Date of Reservation

Rental Company

Pickup Day/Time

Drop-off Day/Time

Confirmation Number

Status

Rate Code

Mileage

Corporate Discount Percentage or Amount

Rate per Day with Discount

Telephone Number

Fax Number

Hotel and Lodging

Date of Reservation

Hotel

Address

Telephone Number

Check-In Day/Time

Checkout Day/Time

Room Type

Rate per Day with Discount

Return Flight

Date	
Airline	
Flight Number	
From	
Departure Time	
Departure Terminal/Gate	
To	
Arrival Time	
Length of Flight	
Class	
Seat Number	
Status	
Confirmation Number	
Meal	
Aircraft Type	
Mileage	

Insurance

Name of Insured	
Insurance Company	
Telephone Number	
Type	
Confirmation Number	
Purchase Date	
Effective Date	
Expiration Date	

Insurance

Premium	
Form of Payment	
Special Instructions	

Travel Agent's Contact Information

Travel Agent's Name	
Address	
Telephone Number	
Fax Number	
E-Mail Address	
Notes	