

Business Trip Planner

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

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	