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) |  | | Departure date |  | | Departure 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 |  |
| List any other preparations here |  |