

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 | | |
| Confirmation number | | |
| Reserve rental car | | |
| Rental car company name | | |
| Confirmation number | | |

