

# Business Trip Planner

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

Things to do		
<b>Check status of passport</b>		
Passport number		
<b>Get visa(s)</b>		
Visa number		
<b>Get health check-up and required immunizations for international travel</b>		
Required vaccinations		
<b>Reserve airline tickets</b>		
Departure	Airline(s)	
	Flight number(s)	
	Departure date	
	Departure time	
	Confirmation number	
Return	Airline(s)	
	Flight number(s)	
	Return date	
	Return time	
	Confirmation number	
<b>Arrange transportation to airport</b>		
Shuttle or taxi service name		
Pickup time		
Confirmation number		
<b>Reserve rental car</b>		
Rental car company name		
Pickup time		
Confirmation number		
<b>Arrange lodging</b>		
Hotel name		

Address	
Dates booked	
Check-in time	
Confirmation number	
<b>Book tickets for seminar/conference</b>	
Conference name	
Dates/times	
Address	
<b>Request business travel advance</b>	
Advance approved by	
<b>Arrange for business contacts in your absence</b>	
Contact name(s)	
<b>Create out-of-office messages for business phone and e-mail</b>	
<b>Delegate business projects</b>	
Projects assigned to	
<b>Arrange for child care provider, house sitter, and/or pet sitter</b>	
Care provider/sitter name	
Care provider/sitter phone number	
Care provider/sitter name	
Care provider/sitter phone number	
<b>Contact post office to hold mail</b>	
<b>Other preparations</b>	