Executive Name

Insert company logo here (optional)

Company Name Board Meeting

City, State

Travel Itinerary

Month X, 2008 – Month X, 2008

| **Time:** | **Event:** | **Details:** |
| --- | --- | --- |
| **Monday, Month X, 2008** | | |
| 5:45 AM CST | **Car Service Name** will pick you up at \_\_\_\_\_\_\_\_\_\_ and transport you to the \_\_\_\_\_\_\_\_\_\_\_ Airport (XXX – 3 letter airport code here). | Phone: (XXX) XXX-XXXX  Confirmation #: XXXXXXXX  Paid for with \_\_\_\_\_\_\_ - $XX |
| 7:05 AM CST | **Depart City** – Airline Name Flight # XXXX  To Chicago, O’Hare Airport (ORD)  Flight time: 1 hour | Airlines Phone: (XXX) XXX-XXXX  Confirmation Number: XXXXXXXXX  E-Ticket #: XXXXXX  Freq. Flier #: XXXXXXXX  Food will NOT be available during flight. |
| 8:05 AM CST | Arrive Chicago O’Hare |  |
| 9:00 AM CST | **Depart Chicago O’Hare –** Airline Name Flight #XX to  City, State  Flight Time: 9 hours 25 minutes | First Class Seat  Food will be served during flight. |
| 2:25 PM HST | **Arrive City, State** | TIME CHANGE IS X HOURS DIFFERENT FROM CENTRAL TIME. |
|  | **Ground Transportation: Car Service Name** will provide transportation from the Airport to the \_\_\_\_\_\_\_\_\_\_\_\_. The driver will meet you at the gate with a sign with your name. | Telephone: (XXX) XXX-XXXX  Cost will be charged directly to \_\_\_\_\_\_\_\_ account. |
|  | **Accommodations:**  Hotel Name  Hotel Address  Hotel Address | Resort Telephone: (XXX) XXX-XXXX  Confirmation No: XXXXXX  $ XXX.00 USD plus 11.4166% Tax  Check In Time:  Check Out Time: |
| **Tuesday, Month X, 2008** | | |
|  | **Ground Transportation:** Taxi service is available via the valet from the Hotel to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ offices. |  |
|  | Meeting Location:  **Company Name**  Street Address  City, State Zip | Corporate Receptionist: (XXX) XXX-XXXX  Contact Person’s cell: (XXX) XXX-XXXX   * Please check-in with Security on the ground floor with a picture ID to obtain a badge. |
| 7:30 AM HST | **Continental Breakfast** |  |
| 8:00 AM – 9:30 AM HST | **Audit Committee Meeting** | Attire: Business Casual (no tie or jacket) |
| 10:00 AM – 1:30 PM HST | **Board of Directors Meeting** |  |
| NOON HST | **Lunch** |  |
| 3:00 PM HST | **Ground Transportation:** Car service by \_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to the airport. | Cost will be charged directly to \_\_\_\_\_\_\_\_\_\_ account. |
| 5:50 PM HST | Depart City, State – Airline Name Flight # XXTo City State (3 digit airport code) Flight time: 8 hours 5 min. | Airlines Phone: 800-433-7300  Confirmation Number: XXXXXXXXX  E-Ticket #: XXXXXX  Freq. Flier #: AA XXXXXXXX  First Class Seat  Food will be served during flight. |
| 5:55 AM CST | **Arrive City, State** |  |
| 7:00 AM CST | **Depart City, State on Airline Name Flight # XXXX**  To City State (3 digit airport code) | Food will NOT be served during flight. |
| 7:55 AM CST | **Arrive City State** – Airport Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Office Phone** | **Cell Phone** | **Home Phone** |
| Other VPs |  |  |  |
| Company Execs |  |  |  |
| Admin Assistant’s Info |  |  |  |
| Key Dept Heads |  |  |  |
| ETC |  |  |  |
|  |  |  |  |
|  |  |  |  |

Consider including the following instructions also:

* How to access voice mail remotely (especially helpful for team members who do NOT travel a lot and may not know how to do this)
* How to login to webmail remotely (if available). Provide the URL they need to get started. Do NOT include their login or password information.