|  |  |
| --- | --- |
| DD00437_ | [Client Name] Travel Itinerary |

| DD00437_Client Information |
| --- |
| Traveler’s Name |  |
| Address |  |
| Telephone Number |  |
| Fax Number |  |
| E-Mail Address |  |
| Travel Dates |  |

| Departure Flight |
| --- |
| Date |  |
| Airline |  |
| Flight Number |  |
| From |  |
| Departure Time |  |
| Departure Terminal/Gate |  |
| To |  |
| Arrival Time |  |
| Length of Flight |  |
| Class |  |
| Seat Number |  |
| Status |  |
| Confirmation Number |  |
| Meal |  |
| Aircraft Type |  |
| Length of Flight |  |
| Mileage |  |

| Car Rental |
| --- |
| Date of Reservation |  |
| Rental Company |  |
| Pickup Day/Time |  |
| Drop-off Day/Time |  |
| Confirmation Number |  |
| Status |  |
| Rate Code |  |
| Mileage |  |
| Corporate Discount Percentage or Amount |  |
| Rate per Day with Discount |  |
| Telephone Number |  |
| Fax Number |  |

| Hotel and Lodging |
| --- |
| Date of Reservation |  |
| Hotel  |  |
| Address |  |
| Telephone Number |  |
| Check-In Day/Time |  |
| Checkout Day/Time |  |
| Room Type |  |
| Rate per Day with Discount |  |

| Return Flight |
| --- |
| Date |  |
| Airline |  |
| Flight Number |  |
| From  |  |
| Departure Time |  |
| Departure Terminal/Gate |  |
| To |  |
| Arrival Time |  |
| Length of Flight |  |
| Class |  |
| Seat Number |  |
| Status |  |
| Confirmation Number |  |
| Meal |  |
| Aircraft Type |  |
| Mileage |  |

| Insurance |
| --- |
| Name of Insured |  |
| Insurance Company |  |
| Telephone Number |  |
| Type |  |
| Confirmation Number |  |
| Purchase Date |  |
| Effective Date |  |
| Expiration Date |  |
| Premium |  |
| Form of Payment |  |
| Special Instructions |  |

| Travel Agent’s Contact Information |
| --- |
| Travel Agent’s Name |  |
| Address |  |
| Telephone Number |  |
| Fax Number |  |
| E-Mail Address |  |
| Notes |  |