

Trip Itinerary Template *(with Expense Tracking)*

Budget & Expenses

Estimated Budget:

Actual Expenses:

Expense Breakdown

Transport	Lodging	Food	Activities	Miscellaneous

Trip Overview

Destination:

Travel Date:

Purpose of Trip:

Trip Duration:

Accommodation

Hotel Name:

Address:

Reservation #:

Contact Info:

Check-In Time:

Check-Out Time:

Daily Itinerary

Date	Time	Planned Activities for the Day	Transportation