|                         | [Client None   Tree   This every |
|-------------------------|----------------------------------|
| APR)                    | [Client Name] Travel Itinerary   |
|                         |                                  |
| Client Information      |                                  |
| Traveler's Name         |                                  |
| Address                 |                                  |
| Telephone Number        |                                  |
| Fax Number              |                                  |
| E-Mail Address          |                                  |
| Travel Dates            |                                  |
| Departure Flight        |                                  |
| Date                    | ;<br>                            |
| Airline                 |                                  |
| Flight Number           |                                  |
| From                    |                                  |
| Departure Time          |                                  |
| Departure Terminal/Gate | !                                |
| То                      |                                  |
| Arrival Time            |                                  |
| Length of Flight        |                                  |
| Class                   |                                  |
| Seat Number             |                                  |
| Status                  |                                  |
| Confirmation Number     |                                  |
| Meal                    |                                  |
| Aircraft Type           |                                  |
| Length of Flight        |                                  |
|                         |                                  |

| Departure Flight           |  |  |
|----------------------------|--|--|
| Mileage                    |  |  |
| Car Bantal                 |  |  |
| 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          |  |  |
| 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 |  |
| То                      |  |
| Arrival Time            |  |
| Length of Flight        |  |
| Class                   |  |
| Seat Number             |  |
| Status                  |  |
| Confirmation Number     |  |
| Meal                    |  |
| Aircraft Type           |  |
| Mileage                 |  |
| Insurance               |  |
| Name of Insured         |  |
| Insurance Company       |  |
| Telephone Number        |  |
| Туре                    |  |
| Confirmation Number     |  |
| Purchase Date           |  |
| Effective Date          |  |
| Expiration Date         |  |

| Insurance                          |  |
|------------------------------------|--|
| Premium                            |  |
| Form of Payment                    |  |
| Special Instructions               |  |
| Travel Agent's Contact Information |  |
| Travel Agent's Name                |  |
| Address                            |  |
| Telephone Number                   |  |
| Fax Number                         |  |
| E-Mail Address                     |  |
| Notes                              |  |