**Travel Itinerary**

**Purpose:** Meetings & Training **Trip Start:** 14/05/20XX

**Destination:** Sydney **Trip End:** 18/05/20XX

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|  | **DEPARTING FLIGHT** | | |  |  |  |  |  |  |
| **Date** | **Departs** | **Airline** | **Confirm #** | **Departure** | **Flight #** | **Arrives** | **Arrival** | | **More Info** |
|  |  |  |  |  |  |  |  |  | CTRL+k |
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|  | **CAR RENTAL** | |  |  |  |  |  |  |  |
| **Date** | **Time** |  | **Confirm #** | **Location** | **Company** |  |  |  | **More Info** |
|  |  | **Pick Up** |  |  |  |  |  |  | CTRL+k |
|  |  | **Drop Off** |  |  |  |  |  |  |  |

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|  | **HOTEL** | |  |  |  |  |  |  |  |
| **Date** |  | **Name** | **Confirm #** | **Street** | **City** |  | **Room** | **Check-Out** | **More Info** |
|  |  |  |  |  |  |  |  |  | CTRL+k |

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|  | **MEETINGS AND EVENTS** | | |  |  |  |  |  |  |
| **Date** | **Start** | **Venue** |  | **Street** | **Topic** |  | **Room** |  | **End** |
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|  | **RETURNING FLIGHT** | | |  |  |  |  |  |  |
| **Date** | **Departs** | **Airline** | **Confirm #** | **Departure** | **Flight #** | **Arrives** | **Arrival** | | **More Info** |
|  |  |  |  |  |  |  |  |  | CTRL+k |
|  |  |  |  |  |  |  |  |  |  |