International Trip Itinerary –Template

This template is provided for your convenience. You are not required to use this template, but the information requested is compulsory.

Name		Date of Trip	

If there will be personal travel, please include those travel dates here:

Global Engagement does not require itinerary information for personal travel.

Date of event	Location	Activity	Accommodation w/address & contact info	Additional Information
01/01/2021	IND Airport	Fly to Paris	Crown Plaza, 10 Pl. de la République, 75011 Paris, France•+33 1 43 14 43 50	Possible venue change