



Travel Plan

Your Company Name


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Business Travel and Expense Plan with Lodging Details

Total Travelers :	7
Total Trip Cost :	\$5,480.74


Length of Trip (days):	8
Cost Per Person:	\$830.14

 Gasoline	Amount
Evaluate total miles	\$790
Estimate miles per gallon	\$22
Estimate cost per gallon	\$5.12
Total vehicles	\$3
Total	xxx


Notes
Text here
Text here
Text here
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 Airfare	Amount
Average cost per person	\$230.00
Car rental fair	\$490.00
Total	xxx

Notes
Text here
Text here
Text here

 Meals	Amount
Text here	Text here
Total	xxx

Notes
Text here
Text here

 Lodging	Amount
Average cost (per night)	\$120.00
Total nights	7
Text here	Text here
Total	xxx

Notes
Text here
Text here
Text here
Text here

Business Travel Plan with Meetings and Events

Purpose	Meetings	Trip Start	5/16/2021
Destination	New York	Trip End	5/18/2021

✈️ Departing Flight							
Date	De Parts	Airline	Departure	Gate	Arrives	Arrival	
6/15/2021	7:00 AM	American airlines	Albuquerque -ABQ	B11	9:00 am	Houston	
7/17/2021	10:00 AM	American airlines	Housson-HOU	B11	5:00 pm	New York	

🚗 Car Rental					
Date	Time		Location	Company	
6/17/2021	6:35AM	Pick up	Ligue role airport	Aw/s	
7/19/2021	9:00 AM	Drop off	Ligue role airport		

🏨 Hotel					
Date	Name		Street	City	Room Check-out
6/14/2021	Marie		Text here	Text here	Text here

🗓 Meeting and events					
Date	Start	Venue	Street	Topic	Room
6/15/2021	4:30 PM	Marie conference hall	33 East street	Planning and budgeting	Room no 5
7/17/2021	9:30 AM	Text here	Text here	Text here	Text here
6/18/2021	4:30 PM	Text here	Text here	Text here	Text here
7/20/2021	9:30 AM	Text here	Text here	Text here	Text here

✈️ Returning Flight							
Date	De Parts	Airline	Confirm #	Departure	Gate	Arrives	Arrival
6/15/2021	10:30 AM	Text here	Text here	Text here	Text here	Text here	Text here
6/15/2021	7:00 PM	Text here	Text here	Text here	Text here	Text here	Text here

→ A **travel plan** will typically include any travel difficulties that must be addressed, specifics on how people will travel to the location, an action plan, a specified car reduction target, and information on how the travel plan will be monitored and reported on.

→ Typically, travel arrangements centre on the commute to work.

Country Wise Travel Plan with Activity Details

This slide is 100% editable. Adapt it to your needs and capture your audience's attention.

Country	City	Date	Date	Activity	Objective
Denmark	Copenhagen	05-25-2021	Mm/dd/yyyy	Arrival at airport -Copenhagen	NA
	Copenhagen	05-26-2021	Mm/dd/yyyy	Meeting	Meeting with DS group
	Add city here	Mm/dd/yyyy	Mm/dd/yyyy	Add City Here	Text here
	Add city here	Mm/dd/yyyy	Mm/dd/yyyy	Add City Here	Text here
Germany	Berlin	6-26-2021	06-23-2021	Arrival at airport - berlin	NA
	Copenhagen	Mm/dd/yyyy	Mm/dd/yyyy	Text here	Text here
	Copenhagen	Mm/dd/yyyy	Mm/dd/yyyy	Text here	Text here
Add Country Here	Add city here	Mm/dd/yyyy	Mm/dd/yyyy	Text here	Text here
	Add city here	Mm/dd/yyyy	Mm/dd/yyyy	Text here	Text here

→ The itinerary refers to the **travel plan**, and the data on the reservation system is referred to as a passenger name record (PNR).

Company Travel Plan with Event Details

This slide is 100% editable. Adapt it to your needs and capture your audience's attention.

Company Name:	XX Limited
Detonation:	Singapore
Period:	6 th -9 th JAN 2021

Date /Time	Location	Event	Detail
6 th Jan 2021 6:00 AM	Hong Kong	Flight to Singapore	Flight details : text here
6 th Jan 2021 10:00 AM	Singapore airport	Arrive at Singapore airport	Pick up by : hotel staff
6 th Jan 2021 1:00 PM	Singapore marine hotel	Lunch with business partner	Breakfast at marine hotel
Text here	Text here	Text here	Text here
Text here	Text here	Text here	Text here
Text here	Text here	Text here	Text here
Text here	Text here	Text here	Text here
Text here	Text here	Text here	Text here
Text here	Text here	Text here	Text here

- Employees on a **Business schedule** work set days (typically Monday through Friday) and specified hours (generally 9 a.m. to 5 p.m.).
- This is commonly known as a "9-to-5 work schedule."
- Because the conventional work schedule is so prevalent, most employees are already accustomed to working those regular hours.

Company Travel Plan Checklist with Business Schedule

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Checklist

- Office**
 - ✓ Check business schedule
 - ✓ Check travel schedule
 - ✓ Print required travel documents
 - ✓ Delegate responsibilities to team members
 - ✓ Text here
 - ✓ Text here
 - ✓ Text here
 - ✓ Text here
 - ✓ Text here
 - ✓ Text here
- Packing**
 - ✓ Consider weather and check clothing for each business event
 - ✓ Text here
 - ✓ Text here
 - ✓ Text here
 - ✓ Text here
 - ✓ Text here
 - ✓ Text here
- Info for Family / Friends / Caregivers**
 - ✓ Provide keys info to care givers
 - ✓ Text here

Family trip planning trip:

- Choose your destination.
- Determine the length of your trip.
- Book your flights, rail or bus tickets, and lodging.
- Plan out your day's activities and path of action.
- Pack carefully and make all required changes.

Family Travel Plan with Expense Details

This slide is 100% editable. Adapt it to your needs and capture your audience's attention.

Family Travelling purpose		Mr. lacy Recreation	
Personal Information		Details	Return Information
Traveler's Names			Return Date
Mark Lacy	Guardian		25-oct-2021
Sim Lacy	Spouse		Airline
Text Here	Text Here		Malaysia Airlines
Text Here	Text Here		Flight Number
Text Here	Text Here		Text Here
Text Here	Text Here		Travelling From
Text Here	Text Here		Text Here
Text Here	Text Here		Departure Time
Text Here	Text Here		Text Here
Text Here	Text Here		Terminal Number
Text Here	Text Here		Text Here
Text Here	Text Here		Travelling to
Text Here	Text Here		Text Here
Text Here	Text Here		Arrival Time
Text Here	Text Here		Text Here
Home Address	Text Here		Flight Duration
Text Here	Text Here		Text Here
Home Phone	Text Here		Seat Number
Text Here	Text Here		Text Here
Cell Phone	Text Here		Confirmation Number
Text Here	Text Here		Text Here
			Airline Contact Number(s)
			Text Here
Departure Information		Travel Insurance Details	
Date of Departure	25-sep-2021	Insurance Company	Text Here
Airline	Malaysia	Telephone Number	Text Here
Flight Number	Text Here	Coverage Type	Text Here
Travelling From	Text Here	Purchase Date	Text Here
Departure Time	Text Here		
Airline Telephone Numt	Text Here		
		Expense Details	
How to Airport		Flights	\$4799
Car/Taxi	Personal Car	To and From Airport Taxi/Car	\$155
Pickup Time	2:45 Am	Lodging	Text Here
Drop-off Estimated Time	3:45 Am	Activities	Text Here
Vehicle Number		Eating/Drinking	Text Here

FAQs

What is the purpose of a travel plan?

- A travel plan will typically include any travel difficulties that must be addressed, specifics on how people will travel to the location, an action plan, a specified car reduction target, and information on how the travel plan will be monitored and reported on.
- Typically, travel arrangements centre on the commute to work.



FAQs

What is the travel policy of the company?

→ A company travel policy is intended to establish a company's travel arrangement methods and rules, specifying which travel expenses are paid for by the company and how the reimbursement process is to be managed.



FAQs

How do you organise business travel?

- Select an intelligent booking tool.
- Ensure 24-hour travel assistance.
- Create policies and approval workflows.
- Organize and use travel cost data in real time.
- Improve administrative and financial teamwork.
- Reduce your company's carbon footprint.





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