

Simple Travel Itinerary Record

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Define the journey

Journey reference

Start location

End location

Travel date

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Record confirmed legs

First leg

Connection point

Next leg

Provider reference

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Prepare the transitions

Departure detail to check

Arrival detail to check

Material needed

Alternative to confirm

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Keep updates clear

Confirmed change

Source of update

Question outstanding

Next itinerary check