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BUSINESS TRIP PLANNER

TRAVELER	DESTINATION	DATES	COST CENTER / PROJECT

PURPOSE OF TRIP	APPROVED BY	PER DIEM

Booking	Details (flight no., hotel, car)	Date / time	Confirmation no.	Cost
Booked so far				

Day / time	Meeting / event	Place / address	Contact and phone

NOTES: GOALS FOR THE TRIP, FOLLOW-UPS, RECEIPTS TO KEEP