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YEARLY TRAVEL PLAN

YEAR

TRAVELERS

Vacation days available	Travel budget for the year

Month	Trip / destination	Dates	Who	Budget	Days off used	Travel booked	Stay booked	Notes
Jan								
Feb								
Mar								
Apr								
May								
Jun								
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								
Totals								

Vacation days left	
Budget left	