**Standard TripIt Template** (begins at TripIt Approved)

**TripIt Approved**

**Booking confirmation # :**

**Booking date :
Booking site name :**

**Booking site phone :**

**Booking site web-page :**

Agency name :
Agency phone :
Agency web-page :

Agency confirmation # :

**Flight Information**

Airline name :
Airline confirmation #:

Traveler #1

Title :
First name:

Middle name :

Last name :

Ticket # :

Frequent flyer # :

Program name :

Flight segment #1

Airline :
Flight # :

Codeshare airline :

Departure date :

Departure time :

Arrival date :

Arrival time :

Departure airport :

Departure terminal :

Arrival airport :

Arrival terminal :

Class :

Aircraft :

Meal :

Distance :

Duration :

Seat :
Traveler name :

Booking rate :

Total cost :

Notes :

Restrictions :

**End of Flight Information**

**Car Information**

Car rental company :
Car rental confirmation # :

Car rental phone :
Driver :
Frequent renter # :
Car type :
Car description :
Pick-up date :
Pick-up time :
Drop-off date :
Drop-off time :
Pick-up location name :

Pick-up location address :

Pick-up location phone :

Pick-up location hours :

Pick-up instructions :

Drop-off location name :

Drop-off location address :

Drop-off location phone :

Drop-off location hours :

Booking rate :
Mileage charges :
Total cost :
Notes :
Restrictions :

**End of Car Information**

**Hotel Information**

Hotel name :
Hotel address :

Hotel phone :
Hotel confirmation # :

Guest name :

Check-in date :

Check-out date :

Check-in time :

Check-out time :

Room type :

Room description :

Number of nights :

Number of guests :

Number of rooms :

Frequent guest # :

Cancellation remarks :

Booking rate :

Total cost :

Notes :

Restrictions :

**End of Hotel Information**

**Rail Information**

Booking rate :

Total cost :

Notes :

Restrictions :

Traveler #1

Title :
First name:

Middle name :

Last name :

Frequent traveler # :

Program name :

Rail segment #1

Departure date :

Departure time :

Arrival date :

Arrival time :

Departure from :

Departure station address :

Arrival at :
Arrival station address :

Confirmation # :

Carrier :
Train type :

Train # :

Class :

Coach # :

Seats :

**End of Rail Information**

**Restaurant Information**

Booked under name :

For the party of :

Reservation date :

Reservation time :

Restaurant name :

Restaurant address :

Restaurant confirmation # :

Restaurant phone :

Restaurant web-page :

Restaurant email :

Restaurant hours :

Restaurant dress code :

Restaurant cuisine :

Price range :

Notes :

Restrictions :

Total cost :

**End of Restaurant Information**

**Transport Information [Ground/Ferry]**

Total cost :

Notes :

Restrictions :

Traveler #1

Title :
First name:

Middle name :

Last name :

Frequent traveler # :

Program name :

Transport segment #1

Departure date :

Departure time :

Arrival date :

Arrival time :

Departure from :

Departure address :

Arrival at :
Arrival address :

Mode of transportation (Ground/Ferry) :

Confirmation # :
Carrier :

Number of passengers :

Vehicle description :

**End of Transport Information**

**Cruise Information**

Cruise line :
Supplier confirmation # :

Total cost :
Notes :
Restrictions :

Traveler #1

Title :
First name:

Middle name :

Last name :

Frequent traveler # :

Program name :

Ship name :
Cabin # :
Cabin type : Dining :
Number of nights :

Cruise start
Date :
Time :

Port name :

Port address :

Port of call

Arrival date :

Arrival time :

Departure date :

Departure time :

Port name :

Port address :

Cruise end

Date :
Time :
Port name :

Port address :

**End of Cruise Information**

**Activity Information**

Booking rate :

Total cost :

Notes :

Restrictions :

Traveler #1

Title :

First name:

Middle name :

Last name :

Activity name :

Activity address :

Activity type :

Activity display name :

Start date :

Start time :

End date :

End time :

Supplier name :
Supplier phone :

Supplier web-page :

Supplier email :
Supplier confirmation # :

**End of Activity Information**