**Standard TripIt Hotel Only 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 # :

**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**