**Standard TripIt Car 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 # :

**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**