

## ROAD TRIP ITINERARY TEMPLATE

### ***TRAVEL***

Mode of travel: State vehicle  
Departure Date: Time of Departure:  
Time of Arrival:  
  
Return Date: Time of Departure:  
Time of Arrival:

### ***LODGING***

Name of Hotel/Motel:  
Phone:  
FAX:  
Description of Room:  
Rate per night:  
Taxes:  
Total Cost:

### ***CONFERENCE REGISTRATION***

Registration Fee:  
Comments:

### ***OTHER EXPENSES:***

Description List: Cost: