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Travel Accounts Documents Upcoming Deadlines Quick Notes +

Trip itinerary

Monday, June 23, 2014 9:36 PM

- Book all flights
- Hotel reservation confirmation: 15 days? Parking?
- Rental car: Four door or SUV?
- Hotel conference room: Book for Tuesday 9am (confirm extra seats)
- Set up [lunch catering](#) for Tuesday
- Client hotel accommodations
- Ratings/maps: restaurants/grocery stores
- Create final guest list
- Sign up for tour of Notre Dame

Add Page

Trip itinerary

Spreadsheets

Rentals

Budget

Current finances

Budget Spreadsheet

Accom	\$ 2,000
Hotel	\$ 1,500
Car Rentals	\$ 1,200
Meals	\$ 800
Other expenses	\$ 1,000
Total	\$ 6,300

60% 15% 10% 15%

John
meet at the tower
@ 2PM

Microsoft Onenote 2015 Manual

Hillary Benson

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