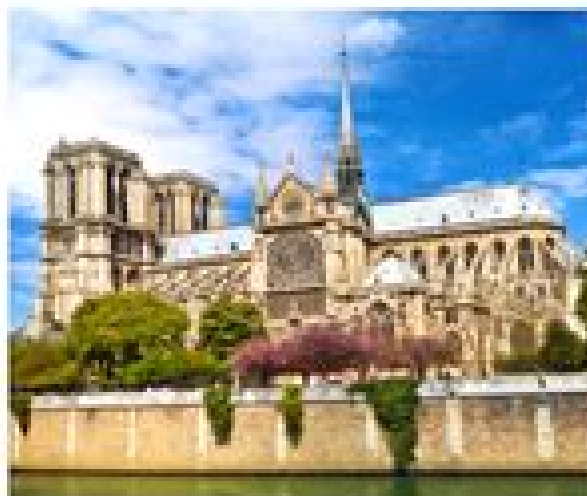



5:18 PM

- ☒ Book all flights
- ☒ Hotel reservation confirmation: 11 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

Appendix

Quadrat

Current finances



Airfare	\$ 2,000
Hotel	\$ 1,500
Car rentals	\$ 1,000
Meals	\$ 800
Other expenses	\$ 1,000
Total	\$ 6,300

A pie chart illustrating the distribution of the total expense of \$6,300. The chart is divided into five segments: Car rentals (orange, 32%), Hotel (blue, 24%), Airfare (dark blue, 32%), Other expenses (grey, 16%), and Meals (yellow, 8%). A legend on the right identifies each category with a colored square.

Category	Amount (\$)	Percentage (%)
Airfare	2,000	32%
Hotel	1,500	24%
Car rentals	1,000	32%
Meals	800	8%
Other expenses	1,000	16%
Total	6,300	100%

meet John
at the tower
@ 2pm

Microsoft Onenote 2015 Manual

Hillary Benson



Microsoft Onenote 2015 Manual:

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