

Work trip planner

📅 Work trip name

Example: CompuTown trade conference

🎯 Trip purpose

Example: To meet potential new investors

Dates	Location(s)
Type /date to add	

✈️ Departing flight

Date	Departure time	Airline	Confirmation code
Type /date to add			

🚗 Car rental

Company	Pickup time	Pickup/drop off location	Drop off time

🏨 Hotel

Hotel name	Hotel address	Confirmation code	Check in	Check out

📅 Activities

Date	Location name & address	Activity	Comments
Type /date to add			

🍽️ Restaurants

Restaurant name	Restaurant address	Reservation time	Comments

✈️ Return flight

Date	Departure time	Airline	Confirmation code
Type /date to add			

Work Experience Planner

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