

## BUSINESS TRAVEL ITINERARY

Company Name : ABC Company  
 Destination : Hong Kong  
 Period : 5<sup>th</sup> – 8<sup>th</sup> January 2013

Date/Time	Location	Event	Detail
5 <sup>th</sup> January 2013, 6:00 AM	Singapore	Flight to Hong Kong	Flight Detail : Cathay Pacific Business Class
5 <sup>th</sup> January 2013, 10:00 AM	Hong Kong Airport Hong Kong Hotel	Arrive at Hong Kong Check in at Hong Kong hotel	Pick up by : Hotel Services Hotel Phone :
5 <sup>th</sup> January 2013, 01:00 PM	Hong Kong Hotel Hong Kong company	Meeting at Hong Kong company	Pick up by : Hong Kong company at hotel Hong Kong company phone :
5 <sup>th</sup> January 2013, 07:00 PM	Hong Kong Restaurant	Dinner with business partner	Pick up by : Business partner Business partner phone
6 <sup>th</sup> January 2013, 07:00 – 09:00 AM	Hong Kong Hotel	Breakfast	Breakfast at Flower Restaurant
6 <sup>th</sup> January 2013, 10:00 AM – 16:00 PM	Hong Kong Trade Center	Exhibition	Using MTR – Octopus Card Go to Hong Kong train station next to hotel Back to hotel using the same MTR or taxi
6 <sup>th</sup> January 2013, 07:00 PM	Hong Kong Restaurant	Dinner	Any place or at hotel
7 <sup>th</sup> January 2013, 08:00 – 10:00 AM	Hong Kong Hotel	Breakfast meeting with business partner	Breakfast at Flower Restaurant
7 <sup>th</sup> January 2013, 10:00 – 12:00 AM	Hong Kong Business Partner Company	Business partner manufacture visit	Pick up by : Business Partner Business Partner Phone :
7 <sup>th</sup> January 2013, 01:00 PM	Hong Kong Restaurant	Lunch with business partner	Business partner location choice
7 <sup>th</sup> January 2013, 03:00 PM	Hong Kong	Free time, city tour	The Peak Tsim Sha Tsui
8 <sup>th</sup> January 2013, 08:00 – 10:00 AM	Hong Kong Hotel	Breakfast meeting	Breakfast at Flower Restaurant
8 <sup>th</sup> January 2013, 12:00 AM	Hong Kong Hotel	Check Out from Hong Kong hotel	Hotel Taxi Services
8 <sup>th</sup> January 2013, 05:00 PM	Hong Kong Airport	Flight to Singapore	Flight Detail : Cathay Pacific Business Class
8 <sup>th</sup> January 2013, 09:00 PM	Singapore Airport	Arrive at Singapore	Pick up by : Company Car