



Travel Itinerary




Purpose: Meetings & Training
Destination: New York City

Trip Start: 5/14/15
Trip End: 5/22/15

|  DEPARTING FLIGHT | | | | | | | | |
|--|---------|-----------|-----------|------------------|------|---------|--------------------|------------------------|
| Date | Departs | Airline | Confirm # | Departure | Gate | Arrives | Arrival | More Info |
| 5/14/15 | 6:00 AM | Southwest | 8DU20FG | Albuquerque -ABQ | B11 | 8:00 AM | Houston -HOU | CTRL+K |
| 5/14/15 | 9:30 AM | Southwest | 8DU20FG | Houston -HOU | B11 | 4:00 PM | New York City -LGA | |

|  CAR RENTAL | | | | | | |
|--|---------|----------|-----------|-------------------|---------|------------------------|
| Date | Time | | Confirm # | Location | Company | More Info |
| 5/14/15 | 5:35 AM | Pick Up | 88369 | Laguardia Airport | Avis | CTRL+K |
| 5/22/15 | 8:00 PM | Drop Off | | Laguardia Airport | | |

|  HOTEL | | | | | | | | |
|---|--------|-----------|------------------|---------------|------|------------------|------------------------|--|
| Date | Name | Confirm # | Street | City | Room | Check-Out | More Info | |
| 5/14/15 | Hilton | 83022 | 1234 Madison Ave | New York City | 825 | 5/22/2015 @ 10am | CTRL+K | |

|  MEETINGS AND EVENTS | | | | | | | |
|---|---------|-----------------------|-----------------|----------------------|--------------------|---------|--|
| Date | Start | Venue | Street | Topic | Room | End | |
| 5/14/15 | 3:30 PM | Regal Conference Hall | 444 Main Street | Planning | Conference Room 6b | 6:15 PM | |
| 5/15/15 | 8:30 AM | Regal Conference Hall | 444 Main Street | Budgeting, Contracts | Conference Room 8 | 4:50 PM | |
| 5/16/15 | 3:30 PM | Regal Conference Hall | 444 Main Street | Planning | Conference Room 6b | 6:15 PM | |
| 5/17/15 | 8:30 AM | Regal Conference Hall | 444 Main Street | Budgeting, Contracts | Conference Room 8 | 4:50 PM | |

|  RETURNING FLIGHT | | | | | | | | |
|--|---------|-----------|-----------|--------------------|------|---------|------------------|------------------------|
| Date | Departs | Airline | Confirm # | Departure | Gate | Arrives | Arrival | More Info |
| 5/22/15 | 9:30 AM | Southwest | 8DU20FG | New York City -LGA | B11 | 4:00 PM | Houston -HOU | CTRL+K |
| 5/22/15 | 6:00 PM | Southwest | 8DU20FG | Houston -HOU | B11 | 8:00 PM | Albuquerque -ABQ | |