

Conf - Travel Planner

Agenda

	A	B	C	D	E	F	G	H	I
1	Trip Title								
2									
3	Travelers			Dates			Destination		
4	Person 1			9/5 - 9/8			Newark, NJ		
5	Person 2								
6									
7									
8									
9	9/5	Airline and flight #						Seattle to NYC	
10	WED	Depart	Airport	Confirmation	Notes				
11		7:10 AM	SEA	ABC123	Nonstop flight; 6 hrs				
12									
13		Arrive							
14		3:55 PM	JFK						
15									
16									
17		Hotel name						123 Hotel Way, Anytown, NY 12345	
18									

	A	B C	D	E	F	G	HI
1			Check-in	Nights	Confirmation	Notes	
8							
1			5:00 PM	3	123ABC		
9							
2							
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3							
2	9/6	Conference agenda			123 Conference Center, Anytown, NY 12345		
4							
2	THU	Time	Label		Notes		
5							
2		10:00 AM	Talk #1				
6							
2		1:00 PM	Talk #2				
7							
2		4:00 PM	Talk #3				
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2							
3	9/7	Tourist day					
3							
3	FRI	Time	Label		Notes		
4							
3		9:30 AM	Empire State Building				
5							
3			350 5th Ave.				
6							

	A	B C	D	E	F	G	HI
3							
7							
3			12:00 PM	Lunch at Cafe			
8				123 Cafe St.			
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4							
0			2:00 PM	Explore Central Park		<i>Visit the zoo</i>	
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4	9/8		Hotel name			123 Hotel Way, Anytown, NY 12345	
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4	SAT		Check-out			<i>Notes</i>	
7							
4			9:00 AM			<i>Ask for late checkout</i>	
8							
4							
9							
5							
0							
5			Airline and flight #			NYC to Seattle	
1							
5			Depart	Airport	Confirmation	<i>Notes</i>	
2							
5			10:30 AM	JFK	ABC123	<i>1 hr layover</i>	
3							
5							
4			Layover				
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	A	B C	D	E	F	G	HI
5			1:40 PM	SFO			
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5			2:20 PM				
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8			Arrive				
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9			4:15 PM	SEA			
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