

Name of traveler:	
Purpose of travel:	
Dates:	
Destination:	

Travel Folder Checklist

Travel Itinerary	Create a day-by-day summary of the traveler's reservations, contacts, addresses, etc. See attached sample itinerary.
Airline reservation	Confirmed reservation from Connexus.
Rental car reservation	Confirmed reservation from Connexus.
Hotel reservation	Confirmed reservation from Connexus or from the hotel.
Maps & Directions	Driving directions and local area maps, as needed.
Ground transportation	Phone numbers and web addresses of taxi, shuttle, or public transit agencies, as applicable.
Travel insurance	Through Connexus reservations, the traveler will receive an email confirmation of the insurance coverage.
Meeting folder	Meeting information is usually compiled in a separate folder. See the meeting section of the desk guide.

Date prepared: