DepartSmart

Record of Travel Information
- Travel Details -

Flights

Flight #1

Flight Number	Place of Departure	Airline	Departure Date			Departure Time	
			yyyy	dd	mm	: a.m.	: p.m.

Arrival Date			Arrival Time		Place of Arrival	Ticket Number
yyyy	dd	mm	: a.m.	: p.m.		

Seat Number	Class	Booking Reference Number	Confirmation Number

Flight #2

Flight Number	Place of Departure	Airline	Departure Date			Departure Time	
			yyyy	dd	mm	: a.m.	: p.m.

Arrival Date			Arrival Time		Place of Arrival	Ticket Number
yyyy	dd	mm	: a.m.	: p.m.		

Seat Number	Class	Booking Reference Number	Confirmation Number

Flight #3

Flight Number	Place of Departure	Airline	Departure Date			Departure Time	
			yyyy	dd	mm	: a.m.	: p.m.

Arrival Date			Arrival Time		Place of Arrival	Ticket Number
yyyy	dd	mm	: a.m.	: p.m.		

Seat Number	Class	Booking Reference Number	Confirmation Number

Flight #4

Flight Number	Place of Departure	Airline	Departure Date			Departure Time	
			yyyy	dd	mm	: a.m.	: p.m.

Arrival Date			Arrival Time		Place of Arrival	Ticket Number
yyyy	dd	mm	: a.m.	: p.m.		

Seat Number	Class	Booking Reference Number	Confirmation Number

Flight #5

Flight Number	Place of Departure	Airline	Departure Date			Departure Time	
			yyyy	dd	mm	: a.m.	: p.m.

Arrival Date			Arrival Time		Place of Arrival	Ticket Number
yyyy	dd	mm	: a.m.	: p.m.		

Seat Number	Class	Booking Reference Number	Confirmation Number

Other Flight Information

Numbers of Airlines, other contact information, etc.

Other Transportation

Other Transportation 1

Bus/Train Number	Place of Departure	Company	Departure Date	Departure Time
			yyyy	*dd*	*mm*	: a.m.	: p.m.

Arrival Date	Arrival Time	Place of Arrival	Ticket Number
yyyy	*dd*	*mm*	: a.m.	: p.m.		

Seat Number	Class	Booking Reference Number	Confirmation Number

Other Transportation 2

Bus/Train Number	Place of Departure	Company	Departure Date	Departure Time
			yyyy	*dd*	*mm*	: a.m.	: p.m.

Arrival Date	Arrival Time	Place of Arrival	Ticket Number
yyyy	*dd*	*mm*	: a.m.	: p.m.		

Seat Number	Class	Booking Reference Number	Confirmation Number

Other Transportation 3

Bus/Train Number	Place of Departure	Company	Departure Date	Departure Time
			yyyy	*dd*	*mm*	: a.m.	: p.m.

Arrival Date	Arrival Time	Place of Arrival	Ticket Number
yyyy	*dd*	*mm*	: a.m.	: p.m.		

Seat Number	Class	Booking Reference Number	Confirmation Number

Other Transportation 4

Bus/Train Number	Place of Departure	Company	Departure Date	Departure Time
			yyyy	*dd*	*mm*	: a.m.	: p.m.

Arrival Date	Arrival Time	Place of Arrival	Ticket Number
yyyy	*dd*	*mm*	: a.m.	: p.m.		

Seat Number	Class	Booking Reference Number	Confirmation Number

Other Transportation 5

Bus/Train Number	Place of Departure	Company	Departure Date	Departure Time
			yyyy	*dd*	*mm*	: a.m.	: p.m.

Arrival Date	Arrival Time	Place of Arrival	Ticket Number
yyyy	*dd*	*mm*	: a.m.	: p.m.		

Seat Number	Class	Booking Reference Number	Confirmation Number

Other Transportation Information

Driver's License

Local Driver's License

Driver's License	Place of Issue	Date of Issue			Date of Expiry		
		yyyy	*dd*	*mm*	*yyyy*	*dd*	*mm*

License Type	Category/Conditions

International Driver's License

Driver's License	Place of Issue	Date of Issue			Date of Expiry		
		yyyy	*dd*	*mm*	*yyyy*	*dd*	*mm*

License Type	Category/Conditions

Car Rental

Car Rental 1

Rental Company	Car Type	Pickup Place	Pickup Date			Pickup Time	
			yyyy	*dd*	*mm*	: a.m.	: p.m.

Booking Number	Return Date		
	yyyy	*dd*	*mm*

Address

E-mail Address	Telephone Number (country code, area code and #)
	+

Car Rental 2

Rental Company	Car Type	Pickup Place	Pickup Date			Pickup Time	
			yyyy	*dd*	*mm*	: a.m.	: p.m.

Booking Number	Return Date		
	yyyy	*dd*	*mm*

Address

E-mail Address	Telephone Number (country code, area code and #)
	+

Car Rental 3

Rental Company	Car Type	Pickup Place	Pickup Date			Pickup Time	
			yyyy	*dd*	*mm*	: a.m.	: p.m.

Booking Number	Return Date		
	yyyy	*dd*	*mm*

Address

E-mail Address	Telephone Number (country code, area code and #)
	+

Other Vehicle Information

Other bookings, driving regulations in host country, etc

Accommodation

Accommodation 1

Name of Accommodation	Arrival Date			Check –in Time		Departure Date		
				:	**:**			
	yyyy	dd	mm	a.m.	p.m.	yyyy	dd	mm

Address

Contact Person	Telephone Number (country code, area code and #)
	+

E-mail Address	Fax Number (country code, area code and #)
	+

Accommodation 2

Name of Accommodation	Arrival Date			Check –in Time		Departure Date		
				:	**:**			
	yyyy	dd	mm	a.m.	p.m.	yyyy	dd	mm

Address

Contact Person	Telephone Number (country code, area code and #)
	+

E-mail Address	Fax Number (country code, area code and #)
	+

Accommodation 3

Name of Accommodation	Arrival Date			Check –in Time		Departure Date		
				:	**:**			
	yyyy	dd	mm	a.m.	p.m.	yyyy	dd	mm

Address

Contact Person	Telephone Number (country code, area code and #)
	+

E-mail Address	Fax Number (country code, area code and #)
	+

Accommodation 4

Name of Accommodation	Arrival Date			Check –in Time		Departure Date		
				:	**:**			
	yyyy	dd	mm	a.m.	p.m.	yyyy	dd	mm

Address

Contact Person	Telephone Number (country code, area code and #)
	+

E-mail Address	Fax Number (country code, area code and #)
	+

Other Accommodation Information