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NBS Travel Request Form

Note: This template is not an official form and its use is not required.

Instructions: This template is for Travel Planner or Traveler use ONLY. It is provided to assist in the communication of information and recommendations needed to complete official travel documents.

TAB to each grey field () and type in the information pertinent to the trip. SAVE document on your hard drive and send as an e-mail attachment to the Recommending Official (Traveler's Supervisor) for concurrence. The form should then be returned to the Travel Planner via e-mail attachment or hard copy so travel documents may be prepared.

1. Traveler Information					
Traveler Name (Last, First, MI)			NIS Employee ID Number		
Building / Room #			Office Phone		
Position / Title			Fax No.		
2. Trip Information					
Travel Departure (DDMMYY) Date (mm/dd/yy)			Travel Return (DDMMYY) Date (mm/dd/yy)		
Trip Description					
Trip Leg	Per Diem Location	Arrival Date (mm/dd/yy)	Arrival Time	Departure Date (mm/dd/yy)	Departure Time
1					
2					
3					
4					
5					
3. Sponsored Travel Information					
Is this a Sponsored Trip?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, go to SECTION 4)		Late Memo? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any conflicts of interest with this sponsor that will prevent you from answering "no" to all Sponsored Travel Checklist Questions? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Sponsored Expenses Cost Breakdown	Airfare:	\$		\$	
	Lodging:	\$		\$	
	Meals:	\$		\$	
Additional:					
Sponsor Name	Sponsor Contact Name	Sponsor Address	Sponsor Telephone		
4. Travel Expenses (Other Than Per Diem)					
Transportation Mode	<input type="checkbox"/> AIR <input type="checkbox"/> POV <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input type="checkbox"/> GOV Vehicle				
Terminal Information / routing	Comments:				
Ground Transportation to / from airport or depot	\$ or Enter # of POV Miles:				

BUSINESS TRAVEL ITINERARY

Date	Time	Activity	Location	Remarks
15/05/2013	08:00	Start of Free Practice	Service Park	
15/05/2013	10:00	TC Q5 Qualifying	TC GA	
15/05/2013	10:30	TC Q5 Qualifying	TC GA	
15/05/2013	10:53	TC PF Parc Fermé In	TC GA	
15/05/2013	14:00	Service Park Out	TC GA	
15/05/2013	14:00	Refuel Lustrak SP (FA fuel)	TC GA	
15/05/2013	17:00	Ceremonial Start - Ramp	TC GA	
15/05/2013	18:25	TC Q5 Qualifying	TC GA	
15/05/2013	20:03	TC Q5 Qualifying	TC GA	
15/05/2013	20:13	TC Q5 Qualifying	TC GA	
15/05/2013	20:43	Service A Out	TC GA	
15/05/2013	20:43	Refuel Lustrak (FA fuel)	TC GA	

ITINERARY -V2 (15/05/2013)

Service A Out - Service 20:43

QUALIFYING FRIDAY 31 MAY 2013						
TC ST	Location	S.S. dist.	Liaison dist.	Total dist.	Target Time	In car/dm
TC O4	Service Park Out (Lustrak)			605		
TC FP	Start of Free Practice				08:00	
TC SP	Service Park Out				10:05	
TC Q5	TC Qualifying	6.05	6.05	12.10	10:30	
TC PF	Parc Fermé In (Lustrak SP - Early arrival permitted)	8.57	11.67	20.24	10:53	
Start Order selection at the Service Park						10:53
START SECTION I FRIDAY 31 MAY 2013						
TC ST	Location	S.S. dist.	Liaison dist.	Total dist.	Target Time	In car/dm
0	Service park Out (Lustrak)			competitor choice from	14:00	
1	Refuel Lustrak SP (FA fuel)			28.75	14:05	
0A	Zappion Athens	91.06	91.06	182.12	14:05	
0B	Ceremonial Start - Ramp	015	015	030	17:00	
1	Refuel Lustrak AVTN in Pegasus (FA & Pump fuel)			28.75	18:25	
1A	Regroup & Technical Zone In	1976	6746	8722	20:03	
1B	Regroup & T.Z. Out - Service A In				20:13	
1C	Service A Out				20:43	
1D	Refuel Lustrak (FA fuel)	26.05	26.05	52.10	20:43	





How to create a travel itinerary template. Travel itinerary template examples. Travel guidebook examples. Travel itinerary ideas.

Visme's itinerary templates are a great way to keep travelers organized and right on schedule. Whether you're a travel agency creating an itinerary for your customers, a tour guide creating an itinerary for your tour groups, an HR executive creating a business trip itinerary for employees or an individual creating a travel itinerary for yourself, you're sure to find the perfect itinerary template for your needs in Visme's template library. You can easily personalize the itinerary templates above with your own content, colors, fonts, backgrounds and more. Make your itinerary interactive by adding links to the places you're going to travel to, embedding Google Maps and videos, adding audio snippets and much more. This is especially useful if you plan on sharing your itineraries online. If you want to use your itineraries offline, you can simply download them as JPG, PNG or PDF files and get them printed in high quality. If not, you can easily generate a shareable link or embed code, and share or add your itinerary anywhere on the internet. If you're ready to organize your travels, start customizing an itinerary template now in Visme's online drag-and-drop editor. **PRIVACY CONTROL SLIDE LIBRARY INTERACTIVITY SHARE & PUBLISH ADD MEDIA PRESENT ANYWHERE** Customer Reviews, including Product Star Ratings help customers to learn more about the product and decide whether it is the right product for them. To calculate the overall star rating and percentage breakdown by star, we don't use a simple average. Instead, our system considers things like how recent a review is and if the reviewer bought the item on Amazon. It also analyzed reviews to verify trustworthiness. Learn more how customers reviews work on Amazon

The journey of a thousand miles begins with a single step — or one carefully thought-out itinerary. Whether you're a travel agent, event coordinator, wedding planner, or someone organizing an annual family road trip, you can instantly create detailed schedules for any upcoming occasion with Jotform's Itinerary PDF Templates. Using our drag-and-drop PDF Editor, you can reorganize the itinerary template layout and include additional activity fields to help you plan every moment. When users fill out your customized itinerary form, their information will automatically be saved as PDFs that can easily be printed or sent electronically to everyone on the guest list. Once downloaded, these mobile-friendly PDF itineraries can quickly be accessed on phones, so even when internet isn't available, everything can still go according to plan. Traveling may seem like a piece of cake, more than just choosing the desired destinations and booking a plane ticket. What makes it look like a piece of cake is an itinerary. Itineraries make every traveler's trip a breeze since itineraries help you in avoiding any common traveling hitches. Consider securing yourself an itinerary as a requirement when you will be traveling as it can provide you with a clear guide and outline for the entire duration of your trip. **62+ Itinerary Templates in Apple Pages - START DOWNLOADING** Given how itineraries can make a whole difference to your trip, it is important that you should learn how to create one especially if you travel a lot. Worry no more for in this article, we are going to discuss to you the basics of preparing and creating an itinerary with the help of some guidelines, of course, itinerary examples and templates that can give you a good start. Elements of an Itinerary Here are the elements that you must include in your itinerary in order to make it an effective one. **1. Program:** The program of your itinerary covers every and any single activity you will be engaged and involved in during the duration of your trip. And by every and any single activity, it can even include the bathroom breaks, the waiting time, and the walk from nearby locations to another. Having a program will enable you to maximize your time well during a trip. **2. Timetable:** You have to accept the fact that you can never have enough time within the day to visit a lot of places in a certain destination. Manage your time wisely in order to visit at least half of the places you can possibly visit within the day. This is when the role of a timetable would come in. Aside from the aforementioned, timetables can also be helpful when it comes to helping you in setting time for allowances, emergencies, and other unforeseen circumstances. **3. Duration:** Aside from preparing a timetable, there is also a need for you to identify the duration you will be spending at a particular place or the duration you will be needing to carry out a certain activity. You will be able to make sure that you are always on time and that you are not behind your schedule. You will no longer be worrying about allocating time for bathroom breaks and even spontaneous photo shoots at the scenic places you will happen to pass by. **4. The Four A's:** Are you a first-time traveler? There are four A's that you should keep in mind, namely attraction, accommodation, and amenities. Listing the places you want to visit can be easy but figuring out how you will get to the places you want to go, where you will be staying, and what your activities you can do in those places is not something you can consider as a piece of cake. **19+ Itinerary Templates in Apple Pages** Blank Travel Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateBusiness Travel Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateBusiness Travel Itinerary Checklist Template Available File FormatsSize: A4 and US SizesGet This TemplateBusiness Travel Itinerary Document Available File FormatsSize: A4 and US SizesGet This TemplateBusiness Travel Itinerary Example Available File FormatsSize: A4 and US SizesGet This TemplateBusiness Travel Itinerary Template Available File FormatsSize: A4 and US SizesGet This TemplateBusiness Trip Itinerary Template Available File FormatsSize: A4 and US SizesGet This TemplateExecutive Travel Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateHoliday Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateInternational Business Travel Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateProfessional Business Travel Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateRoad Trip Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateSample Business Travel Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateSample Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateSample Business Travel Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateSimple Business Travel Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateSimple Travel Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateTravel Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateTrip Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateVacation Itinerary Available File FormatsSize: A4 and US SizesGet This TemplateHow to Create a Good Itinerary Now that we've covered the basics of developing an itinerary, here's how you can enhance yours with the help of the guidelines below. **1. Set realistic plans:** Sure, you want to get to a lot of places in one day but given the fact that there will be a lot of unexpected events as well as the varying distances, it will always be impossible to be in so many places within a day (unless you have a helicopter as your transportation means). Set realistic plans so you can set equally realistic expectations and be at realistic destinations in a realistic time frame. **2. Keep things organized:** The main reason why itineraries were made is that it makes trips smooth and flowing. If you are going to keep your itinerary all over the place, it will surely get you confused during the entire trip, resulting in a messy and unorganized trip. Simply put: an organized itinerary means an equally organized trip. **3. Determine the possible unexpected circumstances:** No matter how good you are planning trips, you will always fall short because there's always the possibility for the unplanned and uncontrollable circumstances happening in one of your trips. Who plans inconveniences and delays, anyway? Always take into consideration the possible unexpected things such as the delays in your flight and the traffic from point to point. **4. Take down and keep notes:** Your travel agent or your favorite travel blogger might have some guidelines, travel hacks, and other reminders that they want you to remember. Consider taking them down and keep these for the duration of your trip so you will be kept reminded about it. Who knows, these hacks and reminders can be lifesaving during your trip. **5. Make sure to K.I.S.S.:** Always make sure to Keep your Itinerary Short and Simple (K.I.S.S.). Do you really have the patience to read a long and wordy itinerary? You obviously do not, so always make sure that before you finalize your itinerary, you have already checked that it is written directly to the point. Don't make your life difficult and complicated by including unnecessary details in your itinerary. **Types of Itineraries** Do you have any idea how to create an itinerary that will exactly suit both of your personal and/or professional needs? Listed below are the types of itineraries that can help you decide. **Business Itinerary:** The business itinerary type can be very useful for business trips. This type can help you in achieving the agenda of the business trip. Every second in a business trip means money for the company and any time wasted on irrelevant matters means money wasted. Through a business itinerary, the representative of the company will be able to effectively fulfill his or duties during the business trip without worries. **Tourist Itinerary:** A tourist itinerary is the common type of an itinerary that is used for traveling purposes. You actually do not have to book a travel agency for you to have an itinerary because you can definitely make one in your own with the use of an itinerary template. A tourist itinerary usually contains the route of the tourist's travels, the ETAs or the estimated time of arrivals from point to point, and it could even include the budget that will guide the tourist of his or her expenditures. **Itinerary FAQs** Here are the answers to the most frequently asked questions regarding itineraries. **What is an itinerary?** Also described as a travel plan, itineraries are used particularly for trips that will help you keep reminded of the places where you should go and when you will be arriving there. An itinerary, depending on how thoroughly made it is, can also help you determine how you should be budgeting both of your time and money effectively. Itineraries can be used by groups of people to pairs and individuals and its effect will remain the same. **Why is an itinerary important?** An itinerary is important for so many reasons. Having an itinerary during your trips can help you maximize your time by making sure you can get to numerous places but still have leeway for unexpected events. Aside from enabling you to manage your time, an itinerary can also help you in managing your expenditures so you will no longer have to deal with any financial-related problems. **What should be in my itinerary?** An itinerary must contain every single important information about a group or an individual's trips. It must contain the route that should be traveled during the trip, the distance for every point to point, the estimated time of arrival from one destination, the means of transport, the accommodation, and of course the activities and the attractions that every tourist must be able to experience during his or her trip. Securing yourself with an itinerary is the very first thing that you must create before you embark on a trip. Traveling can be a stress, and with an itinerary that is created the right way, you will surely be having the best time of your life. We hope you found this article helpful when you finally create your own itinerary. Do not forget to check out the fully editable itinerary examples and templates that you can download for free here in this article.

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