

(Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_

Name: \_\_\_\_\_

### Travel Itinerary (Example)

- (1) Be sure to specify the date of arrival and departure. If the flights and airports/ports to be used for arrival and departure are fixed, be sure to write them.
- (2) Write the place of stay in detail. (If staying at hotel, write its name, address and phone number.)
- (3) The schedule of stay needs to be written for each day. If an activity continues on consecutive days, the format “(date) – (date)” is acceptable.

#### [Tourism]

Date	Activity Plan	Contact	Accommodations
YYYY.MM.DD	Arrive in ___ from ___ aboard flight ____	(Contact person or Hotel) Tel.: 00-000-0000	Hotel ___ Address ___ Tel.: 00-000-0000
YYYY.MM.DD	Sightseeing at _____	(Contact person or Hotel) Tel.: 00-000-0000	Hotel ___ Address ___ Tel.: 00-000-0000
YYYY.MM.DD	Sightseeing at _____	(Contact person or Hotel) Tel.: 00-000-0000	Hotel ___ Address ___ Tel.: 00-000-0000
YYYY.MM.DD	Sightseeing at _____	(Contact person or Hotel) Tel.: 00-000-0000	Hotel ___ Address ___ Tel.: 00-000-0000
YYYY.MM.DD	Departure from _____ to _____ on flight ____	(Contact person or Hotel) Tel.: 00-000-0000	

#### [Short-term business affairs, etc]

Date	Activity Plan	Contact	Accommodation
YYYY.MM.DD	Arrive in ___ from ___ aboard flight ____	The inviting person's home Tel.: 00-000-0000	The inviting person's home Tel.: 00-000-0000
YYYY.MM.DD	Business talks at ___ company	___ company [contact person ...] Tel.: 00-000-0000	Hotel ___ Address ___ Tel.: 00-000-0000
YYYY.MM.DD	Visit ___ plant Move to _____ by Shinkansen	___ Town, ___ City, ___ Prefecture	Same as above
YYYY.MM.DD	Return home from ___ to ___ on flight ____		

#### [Visit to relatives/acquaintances]

Date	Activity Plan	Contact	Accommodation
YYYY.MM.DD	Arrive in ___ from ___ aboard flight ____	The inviting person's home Tel.: 00-000-0000	The inviting person's home Tel.: 00-000-0000
YYYY.MM.DD	Attend a wedding reception at ___ Hall	___ Town, ___ City, ___ Prefecture	Same as above
YYYY.MM.DD	Sightseeing at _____	The inviting person's home Tel.: 00-000-0000	Hotel ___ Address ___ Tel.: 00-000-0000
YYYY.MM.DD	Return home from ___ to ___ on flight ____		