**Itinerary for [Name] travelling to [Country] from [Dates] for [Purpose]**

This template is for use in conjunction with the [Official international travel for business and professional development procedure](https://ppr.qed.qld.gov.au/pp/official-international-travel-for-business-and-professional-development-procedure).

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| **Day** | **Day of the week** | **Date** | **Daily activities** | **Country/**  **Location** | **Flight/**  **Accommodation** | **In-country contact details** |
| 1 | Mon | 01/10/2020 | Fly from Brisbane at [time] arriving in Singapore at [time]  Transfer from airport to hotel via private car | Australia/  Singapore | Flight xxx |  |
| 2 | Tues | 02/10/2020 | 8:00am-9:00am – Breakfast at hotel  9:00am-9:30am – Travel to xxx  9:30am-12:00pm – xxx  12:00pm-1:30pm – Lunch break  1:30pm-4:00pm – xxx  4:00pm-4:30pm – Travel to hotel  4:30pm-5:30pm – Prepare for dinner  6:00pm – Dinner with xxx | Singapore | xxx Hotel |  |
| 3 | Wed | 03/10/2020 | Fly from Singapore at [time] arriving in Brisbane at [time] | Singapore/ Australia | Flight xxx |  |