

Travel & Tourism

Format for Trip Reports

The best way to format a report like this is to have an individual section for each item. For example, I would create an Introduction Section to give a brief overview. My next section would be Airlines and I would explain the flights times and costs etc. Here are the individual sections I would create:

1. Introduction
2. Airfare
3. Transportation
4. Daily Itinerary – I would create a table for this showing each day of the trip, what Sightseeing I am recommending, restaurants for the day with expected costs, hotels with costs, admission prices, special shopping, Etc.
5. Other Considerations – weather, clothing suggestions, etc
6. Summary of Total Costs – This section will discuss the total cost of the trip and Break down each area of expenses ie. Total hotels, total food, etc

*** If the report is to a foreign country I would use the Other Considerations section to discuss the need for passports, visas, language issues, embassies, currency exchange rates and potential shopping opportunities in the specific country.