

(Sample)

Date: _____

Daily Schedule

(Business Trip)

Date	Schedule	Contact	Place of Stay
01/Jan/2006	Arrive from Amsterdam Schipol Airport Flight xx-xxx	Mobile: xxx-xxxx-xxxx	House of inviter Mr. xxx Tel: xx-xxxx-xxxx
02/Jan/2006	Business-related meeting at xxx.co.ltd.	Mr.x at xxx.co.ltd. Tel: xx-xxxx-xxxx	xxx Hotel xx-xx-xxCity Tel: xx-xxxx-xxxx
02/Jan/2006	Visiting xxx factory and go back to xxx.co.ltd by Shinkansen.	Mobile: xxx-xxxx-xxxx	As above
02/Jan/2006	Preparation for departure after some sightseeing	Mobile: xxx-xxxx-xxxx	As above
03/Jan/2006	Departure to Amsterdam Schipol Airport Flight xx-xxx		

(Visiting Relatives Friends)

Date	Schedule	Contact	Place of Stay
01/Jan/2006	Arrive from Amsterdam Schipol Airport Flight xx-xxx	Mr.x in xxx.city Tel: xx-xxxx-xxxx	House of inviter Mr. xxx Tel: xx-xxxx-xxxx
02/Jan/2006	Attend wedding ceremony at xxx Hotel.	As above	xxx Hotel xx-xx-xxCity Tel: xx-xxxx-xxxx
02/Jan/2006	Visiting Mr. xxx at xxx city.	As above	As above
03/Jan/2006	Departure to Amsterdam Schipol Airport Flight xx-xxx		

Date: _____

Daily Schedule

[illegible]