

AOP Assignment 9 – Itinerary & Expense Report

Instructions:

Search a transportation website to plan a business trip from Winnipeg to Vancouver return.

- Departing March 1, Returning March 7
- Any class for transportation
- Include car rental and hotel while there
- Create an **itinerary** (example pg. 269) and **expense report** (example pg. 271)
- For the expense report, include all expenses as if the trip is completed. Include appropriate meals for one business traveller.
- Save as “Student Name – Assignment #9” and email to your instructor.