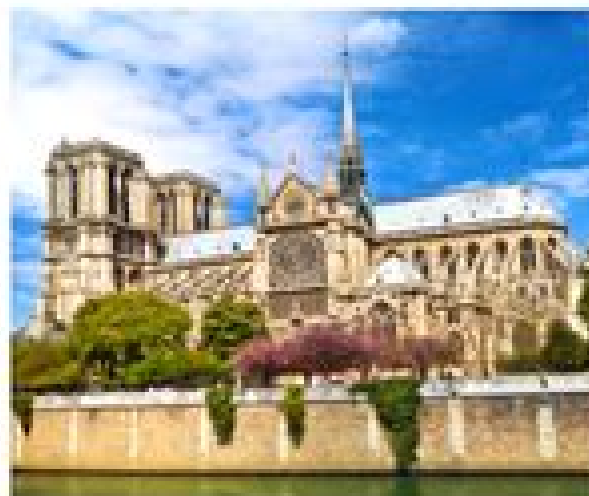


5:18 PM

- ☒ Book all flights
- ☒ Hotel reservation confirmation: 11 days? Parking?
- ☐ Rental car: four door or SUV?
- ☐ Hotel conference room: Book for Tuesday 9am (confirm extra seats)
- ☒ Set up lunch catering for Tuesday
- ☐ ★ Client hotel accommodations
- ☒ Ratings/maps: restaurants/grocery stores
- ☐ Create final guest list
- ☐ Sign up for tour of Notre Dame



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Trip Itinerary

Spreadsheets

Appendix

Quadrat

Current finances



Airfare	\$ 2,000
Hotel	\$ 3,000
Car rentals	\$ 1,000
Meals	\$ 800
Other expenses	\$ 1,000
Total	\$ 8,800

A pie chart illustrating the distribution of expenses. The largest portion is Airfare at 35%, followed by Hotel at 34%, Car rentals at 11%, Meals at 9%, and Other expenses at 11%.

Category	Amount (\$)	Percentage (%)
Airfare	2,000	35%
Hotel	3,000	34%
Car rentals	1,000	11%
Meals	800	9%
Other expenses	1,000	11%

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at the tower
@ 2pm

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TeachUcomp



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