



DOMESTIC TOURS ITINERARY OVERVIEW

Guidelines

Please fill all the fields with details as requested. Be precise and as clear as possible.

COMPANY NAME:	
Number of pax (clients) for domestic tour	

	DETAILS:
DAY 1	
Day Highlights (Activities)	
<i>Overnight Accommodation Name</i>	
DAY 2	
Day Highlights	
<i>Overnight Accommodation Name</i>	
DAY 3	
Day's Highlights	
<i>Overnight Accommodation Name</i>	
DAY 4	
Day Highlights	
<i>Overnight Accommodation Name</i>	

BUDGET SUMMARY	<i>Non-Discount Rate</i>	<i>Discounted Rate</i>
<i>Total to spend on Accommodation</i>	<i>UGX.</i>	<i>UGX.</i>
<i>Total to spend on Activities / Attractions</i>	<i>UGX.</i>	<i>UGX.</i>
<i>Total to spend on Accessibility (Transport)</i>	<i>UGX.</i>	<i>UGX.</i>
<i>Mark up (...%)</i>		

NOTE: If your itinerary has more days add rows to accommodate the extra days. Also note that trip discount must be at least 10% and will be supported by evidence of receipts before imbursement.

<i>Total cost of the Trip</i>		
<i>Less 10% discount</i>		
<i>Cost per person</i>		

NOTE: *If your itinerary has more days add rows to accommodate the extra days. Also note that trip discount must be at least 10% and will be supported by evidence of receipts before imbursement.*