

Standard Operating Procedure

Itinerary Confirmation and Distribution Protocol

This SOP details the **itinerary confirmation and distribution protocol**, including steps for verifying travel plans, coordinating with relevant parties, finalizing schedules, and distributing confirmed itineraries to all stakeholders. The goal is to ensure timely communication, prevent misunderstandings, and facilitate smooth travel arrangements for all involved individuals.

Scope

This protocol applies to all staff responsible for planning, verifying, and communicating travel arrangements on behalf of the organization or its representatives.

Responsibilities

Role	Responsibility
Travel Coordinator	Oversees itinerary verification and distribution process.
Administrative Assistant	Assists in collecting information and sending itineraries.
Traveler	Reviews and confirms itinerary accuracy prior to distribution.
Relevant Stakeholders	Receive and acknowledge confirmed itineraries.

Procedure

- Initiate Travel Plan Review**
 - Receive draft itinerary and supporting documentation.
 - Confirm travel dates, times, destinations, and other pertinent details with the traveler.
- Verify Travel Arrangements**
 - Check all reservations (flights, hotels, ground transportation, meetings, etc.) are accurately booked.
 - Ensure details such as contacts, locations, and confirmation numbers are included.
- Coordinate with Relevant Parties**
 - Inform internal stakeholders (departments, supervisors) as needed.
 - Communicate with external parties (drivers, hotels, etc.) as appropriate.
- Obtain Traveler Approval**
 - Send itinerary draft to traveler for final review and approval.
 - Address any corrections or concerns before proceeding.
- Finalize and Format Itinerary**
 - Create the final itinerary document, including all confirmed details and emergency contacts.
 - Double-check for clarity and completeness.
- Distribute Confirmed Itinerary**
 - Send final itinerary to all relevant parties (traveler, internal stakeholders, external vendors) via agreed communication channels (e.g., email, shared drive).
 - Request confirmation of receipt from each recipient, especially the traveler.
- Document and Archive**
 - Save all correspondence and final itinerary in designated records system.
 - Update stakeholder list as needed for future reference.

Revision & Review

This SOP should be reviewed annually or following any major incident or process update related to travel arrangements.

Appendix

Sample Itinerary Template

Date/Time	Activity	Location	Contact	Confirmation #
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2024-07-05 / 09:00	Flight: NYC to LA	JFK Airport	Delta, 1-800-xxx	DL12345
2024-07-05 / 13:00	Hotel Check-in	LA Central Hotel	Front Desk, 1-800-yyy	HT9876
2024-07-06 / 10:00	Meeting with Client	Client Office	Jane Smith, 1-800-zzz	-