

Executive travel brief

Nigeria & West Africa / Keep one current version and mark the status of each arrangement.

01 Purpose and approvals

Trip purpose and meeting addresses

Meeting dates and local times / latest acceptable arrival

Traveller group and bags or equipment

Fixed appointments / flexible travel windows

Budget approver / deadline / authorised change contact

02 Flight proposal

Route and dates / passengers on each sector

Operator / aircraft / proposal reference and expiry

Status: requested, pending or confirmed / total price and exclusions

Do not record passport numbers, payment details or other sensitive documents here.

Arrival and operating-day details

Send each provider only the information they need. Confirm that changes have been acknowledged.

03 Confirmed itinerary

Reporting time, date and local time zone

Airport / named handling facility / exact entrance

Flight-team operating-day contact

Driver / vehicle / pickup point / contact

Waiting allowance / additional stops / extra charges

04 Changes and review

Hotel or meeting contact / assistance accepted in writing

Change approved by / cost accepted / latest itinerary version

Invoice references / unresolved items / notes for next trip

Completing this sheet does not send an enquiry. Use rentjet.ng/request-flight/ to request options.