

(Company Trip) Itinerary Rubric

Content -19 points possible	Points Possible	Points Received
At least 5 consecutive days during Spring Break (can not begin before 3/14; return no later than 3/22)	3	
Excursions (depending on number of days selected) *Two events per day *Start and end time of event(s) *Transportation information (if applicable) *Meals available (if applicable) *Contact person and phone number	17	

Reservation Information -10 points possible	Points Possible	Points Received
Trip is out of state or country (didn't spend most of time flying)	2	
Gave airline and flight number(s)	2	
Created confirmation numbers for hotels and car rentals (if needed)	2	
Gave phone numbers for hotel(s) and car rental(s)	2	

Formatting -11 points possible	Points Possible	Points Received
Professional appearance (formatted and shown in class)	4	
Research data (flight, costs, transportation, etc.) behind final typed itinerary	3	
At least one full, typed page	2	
Spelling, Grammar, Punctuation	3	

_____ out of 40 points possible