EXECUTIVE TRAVEL ITINERARY

Portfolio Demonstration | Simulated Work Sample

Prepared by: Lucy Kariuko
Role: Healthcare Executive Virtual Assistant
Organization: Greenfield Medical Centre *(Fictional)*

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1. EXECUTIVE TRAVEL DETAILS

Executive Name: Dr. Jane Mwangi *(Fictional)*
Position: Chief Executive Officer
Purpose of Travel: International Healthcare Leadership Conference
Destination: London, United Kingdom
Travel Dates: 15–19 December 2026
Number of Travellers: 1
Travel Status: Sample itinerary – not booked

2. FLIGHT ARRANGEMENTS

Detail	Arrangement
Departure Airport	Jomo Kenyatta International Airport (NBO)
Destination Airport	London Heathrow Airport (LHR)
Departure Date	15 December 2026
Departure Time	To be confirmed
Return Date	19 December 2026
Return Time	To be confirmed
Airline	To be confirmed
Travel Class	Business Class

Booking Reference	Pending
Booking Status	Awaiting Approval

Travel Notes:
Flight options should be researched and presented to the executive for approval before any booking is made. Flight times, fares and availability must be verified before confirmation.

3. ACCOMMODATION ARRANGEMENTS

Detail	Arrangement
Hotel Name	To be confirmed
Destination	London, United Kingdom
Check-in Date	15 December 2026
Check-out Date	19 December 2026
Room Type	Executive Room
Number of Guests	1
Breakfast	Preferred
Booking Status	Awaiting Approval
Confirmation Number	Pending

Accommodation Notes:
Research suitable hotels close to the conference venue, considering safety, accessibility, executive comfort, available amenities and the approved travel budget. Present shortlisted options for approval before making reservations.

4. GROUND TRANSPORTATION ARRANGEMENTS

Detail	Arrangement

Airport Pickup	Required
Pickup Date	15 December 2026
Pickup Location	London Heathrow Airport
Drop-off Location	Selected Hotel – London
Transportation Type	Private Executive Car
Return Transfer	Required
Pickup Time	To be confirmed
Driver Contact	Pending
Booking Status	Awaiting Approval

Transportation Notes:
Arrange reliable airport transfers between the airport, hotel and conference venue. Confirm pickup times, driver details, contact information and estimated costs before finalizing the arrangements.

5. CONFERENCE SCHEDULE

Event: International Healthcare Leadership Conference
Venue: London, United Kingdom *(Fictional venue details to be confirmed)*
Date: 16–18 December 2026

Date	Activity	Time
16 December	Conference Registration and Welcome Session	9:00 AM
16 December	Healthcare Leadership Keynote	10:00 AM
17 December	Healthcare Management and Innovation Sessions	9:00 AM
17 December	Executive Networking Session	2:00 PM

18 December	Leadership Strategy Workshops	9:00 AM
18 December	Closing Session	3:00 PM

Schedule Notes:
Confirm the official conference programme, venue address and session times before travel. Allow sufficient time for transportation between the hotel and conference venue.

6. IMPORTANT TRAVEL INFORMATION & REMINDERS

Travel Documents

- Confirm passport validity and applicable UK entry requirements.
- Verify visa or entry permission requirements before departure.
- Keep flight and hotel confirmations accessible.
- Carry conference registration details and relevant identification.

Executive Reminders

- Confirm all travel bookings after executive approval.
- Check flight schedules before departure.
- Confirm airport transfer arrangements.
- Keep emergency contacts available.
- Share the final itinerary with the executive before travel.

Emergency Contact: To be provided and verified before departure.

7. PRE-TRAVEL CHECKLIST

- Flight options researched and approved
- Flight booking confirmed
- Hotel accommodation confirmed
- Airport transfers arranged
- Conference registration confirmed
- Travel documents checked
- Final itinerary shared with executive

8. PREPARED BY

Lucy Kariuko
Healthcare Executive Virtual Assistant
Executive Travel Coordination

This is a simulated portfolio demonstration using fictional travel details. No actual bookings or reservations have been made.