

EXECUTIVE TRAVEL ITINERARY

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CHICAGO BUSINESS TRIP

October 13-16, 2026

LAX - ORD

Route

3 Nights

Hotel

4

Executive Meetings

5

Coffee Stops

Traveler	Jordan Blake, Chief Operating Officer	Company	Apex Industrial Group
Purpose	Supplier review, operations meeting, and client visit	Travel Profile	Aisle seat TSA PreCheck Carry-on only
Hotel	The Lakeshore Grand, 200 N. Harbor Ave., Chicago	Main Event Venue	Apex Midwest Operations Center, 455 W. Fulton St., Chicago

DAY 1 - TRAVEL

Tuesday, Oct. 13

Los Angeles -> Chicago

6:15 AM	Depart for LAX	Executive car service pickup from office. Driver: Marcus Lee. Mobile number included in traveler copy.	CONFIRMED
6:50 AM	Airport arrival	Terminal 7. Allow time for security, coffee, and email review before boarding.	
8:10 AM	Flight NS482	Los Angeles (LAX) to Chicago O'Hare (ORD). Seat 8C, aisle. Wi-Fi requested.	CONFIRMED
2:18 PM	Arrive Chicago	Driver meets traveler at Terminal 1 baggage claim. Carry-on only; proceed directly to vehicle.	
3:15 PM	Hotel check-in	The Lakeshore Grand, 200 N. Harbor Ave., Chicago. King room; executive floor.	CONFIRMED
4:15 PM	Nearby coffee stop	Optional stop at Harbor & Oak Coffee before evening prep session.	
5:30 PM	Prep / working dinner	Review supplier packet and Wednesday talking points. Dinner reservation held at hotel restaurant.	

DAY 2 - SUPPLIER MEETINGS

Wednesday, Oct. 14

Chicago

7:00 AM	Breakfast / email review	Breakfast at hotel. Review overnight messages and updated production-status report.	
8:15 AM	Depart hotel	Car service to Apex Midwest Operations Center. Estimated drive: 25 minutes.	
8:40 AM	Coffee near venue	Optional stop at Fulton Press Coffee Bar, one block from the operations center.	
9:00 AM	Operations review	Quarterly operations meeting with Plant Manager, Supply Chain Director, and Finance Manager. Conference Room A.	CONFIRMED
11:30 AM	Working lunch	Lunch catered onsite. Review vendor pricing, lead-time variances, and inventory priorities.	
1:00 PM	Supplier meeting	Meeting with Precision Components Group. Agenda: pricing, 2027 volume forecast, delivery performance.	CONFIRMED
4:00 PM	Buffer / follow-up	Reserved for overrun, call-backs, or executive follow-up before returning to hotel.	
6:30 PM	Client dinner	Dinner with North Central Distribution leadership. Reservation under Jordan Blake.	CONFIRMED

DAY 3 - CLIENT MEETINGS		Thursday, Oct. 15	Chicago
7:30 AM	Breakfast	Breakfast at hotel; review client presentation and contract notes.	
9:00 AM	Client site visit	North Central Distribution. Product availability review, forecast discussion, and service follow-up.	CONFIRMED
11:45 AM	Coffee break	Coffee stop at Wabash Coffee Co. prior to lunch debrief with Sales Manager.	
12:15 PM	Lunch	Lunch near client site with Sales Manager. Debrief and action-item review.	
2:00 PM	Strategy session	Internal leadership strategy meeting at hotel business center. Room reserved 1:45-4:30 PM.	CONFIRMED
4:30 PM	Administrative buffer	Return calls, approve expenses, and review Friday departure details.	
6:00 PM	Open evening	No scheduled business dinner. Evening left open for rest or informal networking.	

DAY 4 - RETURN TRAVEL		Friday, Oct. 16	Chicago -> Los Angeles
8:00 AM	Breakfast / checkout prep	Confirm electronic folio delivery and organize receipts for expense report.	
9:30 AM	Leadership follow-up	30-minute video call with CEO to summarize trip outcomes and immediate action items.	CONFIRMED
11:00 AM	Coffee near hotel	Final coffee stop at Lakefront Roasters before checkout and airport transfer.	
12:00 PM	Hotel checkout	Luggage held by bell desk until airport departure.	
2:30 PM	Depart for ORD	Executive car service pickup at hotel entrance.	CONFIRMED
5:35 PM	Flight NS731	Chicago O'Hare (ORD) to Los Angeles (LAX). Seat 7D, aisle.	CONFIRMED
8:10 PM	Arrive Los Angeles	Car service pickup at Terminal 7. End of itinerary.	

Travel Confirmations

Reservation	Provider	Confirmation	Key Details
Outbound Flight	Northstar Air	NS7K4P	Flight NS482 LAX-ORD 8:10 AM
Hotel	Lakeshore Grand	LG-81426	3 nights King room Late arrival noted
Car Service	Metro Executive	ME-1098	ORD pickup Terminal 1 Driver texts on arrival
Return Flight	Northstar Air	NS9M2Q	Flight NS731 ORD-LAX 5:35 PM

Notes & Contingencies

Meeting Materials Printed agenda, supplier scorecard, sales forecast, client presentation, and leadership contact sheet prepared in traveler folder.	Expense Handling Corporate card for airfare, hotel, transportation, and approved meals. Receipts to be submitted with expense summary within 3 business days.
Contingency Plan If outbound flight is delayed more than 90 minutes, notify Midwest Operations and move the 9:00 AM meeting to video if needed.	Traveler Preferences Aisle seating, early hotel check-in when available, quiet room away from elevators, and 30-minute buffers before external meetings.

Coffee Shops Around the Hotel & Event

AREA	COFFEE SHOP	PROXIMITY	NOTES
Near Hotel	Harbor & Oak Coffee	0.2 mi walk	Fast grab-and-go option before morning departure; espresso drinks and breakfast sandwiches.
Near Hotel	Lakefront Roasters	0.4 mi walk	Good for informal coffee meetings; early opening hours and spacious seating.
Near Event Venue	Fulton Press Coffee Bar	0.1 mi from Apex Midwest Operations Center	Convenient stop before the 9:00 AM operations review; quick service and quiet tables.
Near Event Venue	West Loop Brew House	0.3 mi from Apex Midwest Operations Center	Suitable for a post-meeting debrief; coffee, tea, and light lunch menu.
Near Client Site	Wabash Coffee Co.	0.2 mi from North Central Distribution meeting site	Useful mid-day stop between the client visit and lunch debrief.

Travel-planning tip: Nearby coffee options are included to help executives plan quick pre-meeting stops, informal conversations, or backup workspaces between appointments.

Portfolio disclosure: All names, companies, flights, confirmation numbers, addresses, schedules, coffee shops, and business details in this itinerary are fictional and were created solely to demonstrate executive travel-planning and administrative coordination skills.