DATE: October 23, 2012

TO: (student), Administrative Assistant

FROM: Ms. Roberts, President

SUBJECT: BUSINESS TRIP TO (COUNTRY)

Please make the arrangements for my upcoming business trip to your country (you may pick a specific city within) leaving December 21 and returning January 4. Since I have an early morning meeting with Mr. Graham Greene, President of Castle Corporation on December 24, I need to arrive by December 23. I need to have adequate time to rest and collect my thoughts before the meeting. I hope you don’t have any plans for that time because you are going with me.

We will need airline tickets, hotel accommodations, and a comfortable car. I believe you can find a package deal for these using one of the travel sites like expedia.com, travelocity.com or orbitz.com. Find out which will give us the best deal. Keep in mind; I like you a lot, but not enough to share a room with you. You will need to book two rooms. **Please print a copy of the travel itinerary for me.**

After the meeting I would like to take everyone out to dinner, so please find a respectable place to each. One way to help with the restaurant selection is to look for at ratings i.e. number of stars out of possible stars, points earned out of the number possible. We will be dining with Sheryl James and Mike Pearce, Vice-Presidents. Determine an estimated total cost of our dinner based on the average cost of a meal. You will probably need to convert this amount to US dollars. **Please print a copy of the restaurant’s home page for me to look over.**

Just like the United States, the Castle Corporation takes the weekends off. Let’s take advantage of this and do a little site seeing. Please plan something for us to do for that first weekend. We may have to plan a couple of places if these are only one day events. **Please print a copy of the website(s) detailing these visits.**

One last thing, please give me some tips about my behavior in that country. I would hate to offend the people of (your country).

**Respond with a memo reporting the information you’ve collected.** In addition, **I also need a trip budget showing estimated expenditures including the weekend activity/activities and spending money.**

INTERNATIONAL TRAVEL

FCAs

1. Separate paragraph reporting for each new idea i.e. one for travel arrangements, one for dinner, etc.
2. Detailed information for each event.
3. Complete sentences.

ADDITIONAL REQUIREMENTS

1. Prepare memo using a template downloaded from Microsoft.
2. Include copies of the web pages as requested.
3. Prepare a budget in Excel reporting the expenditures of the trip.