Tour stop itinerary

Fill the PDF fields, save a copy, and review your entries. Keep arrival and departure time zones explicit. Use references for travel and lodging; avoid storing sensitive booking details.

Tour / production		**Route version**	
Prepared by / date		**Change contact**	

Stop / ref	City / venue	Day type	Arrival date / time	Arrival zone	Departure date / time	Departure zone	Travel / stay ref	Owner / notes

No allowance rate or tax exemption is assumed. The reviewer determines eligibility and treatment. Keep currencies separate and record any exceptions.

Tour per diem tracker

PDF: calculate and review totals manually. Use Excel for calculations. Enter approved units and rates, and 0 when no deduction applies. Check that deductions do not exceed the base amount. See Read me before use.

Tour / production		**Currency code**	
Period		**Reviewed by / date**	

Date / stop	Worker / ref	Approved units	Rate / unit	Approved deduction	Calculated amount	Meals supplied / notes	Approver / ref

No allowance rate or tax exemption is assumed. The reviewer determines eligibility and treatment. Keep currencies separate and record any exceptions.

Tour itinerary and per diem tracker

Connect each stop and travel day to its allowance record, with currencies, supplied meals, and reviewer decisions visible.

For tour managers and production finance teams

WHEN TO USE

Planning a tour route or reconciling per diem inputs before a payroll or expense handoff.

HOW TO USE

01 Record each stop with full arrival and departure dates, local time zones, and the venue or travel reference.

02 Use one per diem sheet per currency. Enter approved units and rates, supplied-meal notes, and any reviewer-approved deduction.

03 Review each calculated amount against the engagement terms and applicable policy before payment.

Fill the PDF fields, save, and reopen to check your entries. Calculate every total manually and have a reviewer verify it. Use the protected Excel file for calculations. Use another copy or a referenced attachment for more rows.

No allowance rate or tax exemption is assumed. The reviewer determines eligibility and treatment. Keep currencies separate and record any exceptions.

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