

Assignment

Travel arrangement for your bussines trip to Madrid and London.

The course of the bussines trip:

- on December 17, 2019 – MADRID
- on December 19, 2019 – LONDON
- on December 19, 2019 in evening – BRATISLAVA

December 17, 2019

- 08:00 – 09:30 – meeting with client - Hans Schwarz in Vienna office
- 10:03 – 10:18 - Wien, IB Erdberg – Wien flughafen Schwechat – transfer to the airport with FlixBus – **5,00 €**
- 13:55 – 17:00 – flight to Madrid Barajas arpt, duration 3,5 h, company Laudamotion, flightnumber OE306, terminal number 3, check in 116, economy class – **35,99 €**
- transfer to the hotel – taxi – **15,90 €**
- accommodation in Meliá Castilla (street - Calle del Poeta Joan Maragall, 43, Madrid, 28020, Spain) – 2 nights – **314,00 €**



location of your hotel

Barajas airport Madrid



This is your hotel in Madrid, address - Calle del Poeta Joan Maragall, 43, 28020 Madrid Spain.

December 18, 2019

Program:

- 11:00 CET
 - skype call with BS department manager
 - duration – 1 – 1,5 hour
- 13:30
 - a meeting in Madrid with Mr. Andrews
 - venue – Capitán Haya 42, 280 20 Madrid
 - duration – 1 hour
- 15:00
 - a meeting with Mr. Gatsby
 - venue – in your hotel room
 - duration – 1,5 hour
- 18:00
 - a meeting with Mr. Smith
 - venue – SUMO restaurant
 - duration – 1 hour



On the photo is SUMO restaurante and your hotel.

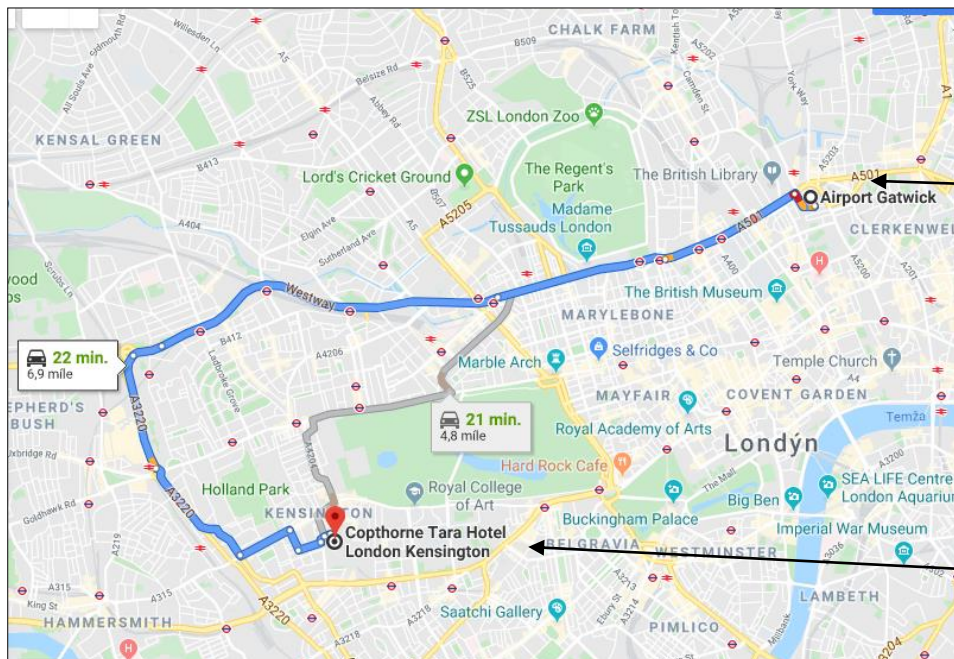
December 19, 2019

- 9:00 - transport to the Barajas airport with taxi – **10,00 €**
- 10:50 – 12:25 – flight to the London
- duration – 2,35 hour
- flight company – Ryanair
- flight number FR2683
- economy class, price – **25,99 €**

- from the airport to the hotel take taxi – price is **11,00 €**
- accomodation – hotel Copthorne Tara Hotel London Kensington – price is **178,00 €**



Address of your hotel: Scarsdale Pl,
Kensington, London W8 5SY,
United Kingdom



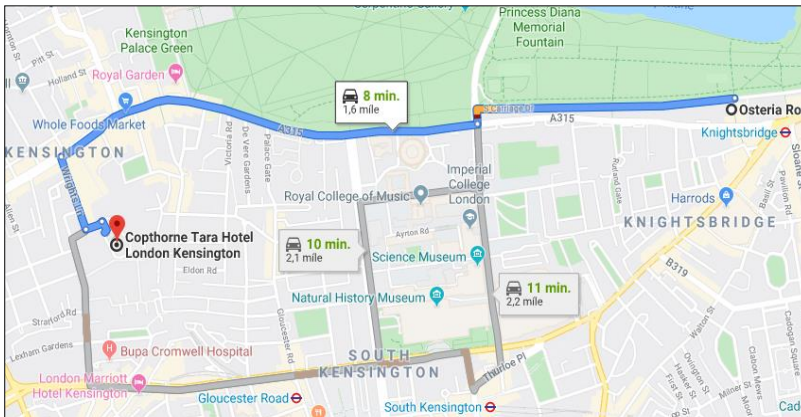
Gatwick airport

Your hotel

Program:

- 13:00

- a meeting with Mr. Bridge
- venue – Osteria Romana – in the picture below, take the taxi – price **12,00 €**
- duration – 1 hour

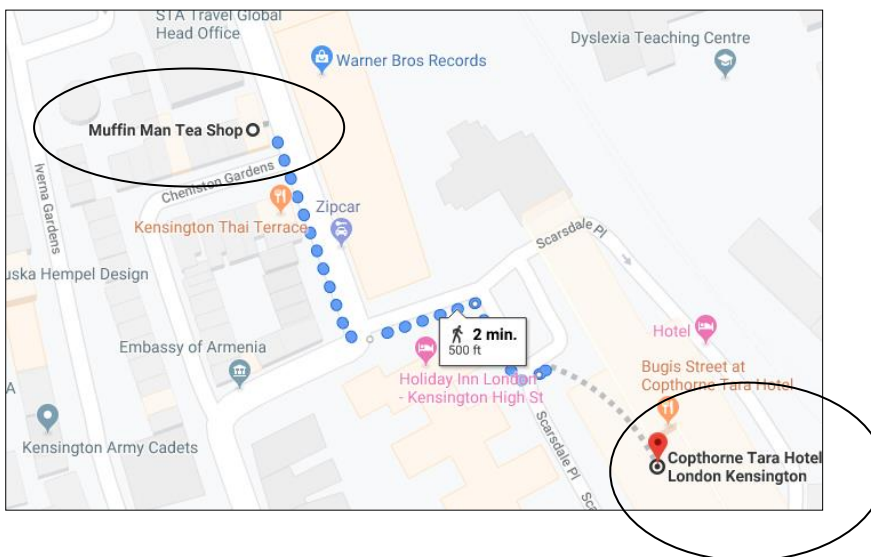


- 14:00

- CET skype call with RD department manager
- duration – 1 hour

- 15:30

- a meeting with Mrs. Brown
- venue – Muffin Man Tea Shop
- duration – 0,5 hour



- 16:15

- take the taxi from the hotel to the airport – **12,00 €**

- 19:30 – 20:55

- flight from London airport to Bratislava airport
- company – Wizzair
- class – economy
- price – **113,00 €**

Meeting with senior management team at 20:00 is canceled for today because of sold out air tickets.

December 20, 2019

- 09:00

- meeting with the senior management team in our Bratislava office

DATE	FLIGHTS		EXPENDITURE
December 17, 2019	Vienna - Madrid	ticket	35,99 €
		hotel	314,00 €
		taxi/bus	20,90 €
December 18, 2019	x	x	x
December 19, 2019	Madrid - London	ticket	25,99 €
		hotel	178,00 €
		taxi/bus	45,00 €
	London - Bratislava	ticket	113,00 €

Expenditures together – **732,88 €.**

PLUS other personal expenses – food, other.

Your budget together is **1 000,- €.**