Travel Itinerary: Lagos to Abuja

1-Day Executive Schedule, Budget & Travel Checklist

Day 1: Arrival, Golden Hotel Check-in & Board Meeting

- Route: LOS → ABV
- Departure Time - 06:15 AM
- Accommodation - Golden Hotel at Zone 7
- Main Meeting - Transcorp Hilton

S/N	**Time**	**Activity / Event**	**Details & Location**
1.	04:30 am	Airport Arrival	Murtala Muhammed Airport
2.	06:15 AM	Flight Departure	Board flight from Lagos (LOS) murital Muhammed to Nnamdi Azikiwe International Airport, Abuja (ABV).
3.	07:30 AM	Arrival in Abuja	Touchdown at Abuja airport. Collect luggage and take an airport taxi to the hotel
4.	08:30 AM	Check-in at Golden Hotel	Arrive and check into Golden Hotel, unpack, and freshen up for the morning.
5.	09:30 AM	Breakfast in Wuse	Enjoy breakfast at a local cafe in Wuse before morning engagements.
6.	12:00 PM	Board Meeting	Attend an official meeting with the Board of Directors at Transcorp Hilton.
7.	01:30 PM	Executive Lunch	Lunch at Transcorp Hilton with board members.
8.	05:00 PM	Leisure / Relaxation	Return to Golden Hotel
9.	07:30 PM	Dinner	Dinner near Wuse II/hotel rest.

Day 2: Wrap up Session & Departure Flight

S/N	**Time**	**Activity / Event**	**Details & Location**

1.	04:30 am	Breakfast & Checkout	Breakfast at Golden Hotel and complete checkout procedures.
2.	10:00 AM	Wrap-up Sessions	Follow-up discussions, document sign-offs.
3.	01:00 PM	Lunch	Casual afternoon lunch in the Central Business District.
4.	05:00 PM	Airport Trip	Return Flight to Lagos: Board the return flight to Lagos (LOS).

Estimated Budget

S/N	**Description**	**Estimated Cost (NGN)**
1.	**Flight** Round-trip Airfare (LOS ↔ ABV)	₦180,000 – ₦360,000 for both trip
2.	**Accommodation** Golden Hotel (1 Night Stay)	₦150,000 – ₦200,00 for a day
3.	**Local Transport** Airport Transfers & City Taxi / Rideshare	₦35,000 – ₦50,000 for per trip
4.	**Dining & Meals** Wuse Breakfast, Transcorp Lunch and Dinners	₦300,000 – ₦500,000
5.	**Miscellaneous** Emergency / Contingency Fund	₦250,000

Items to Carry Checklist

Documents & Work Items

- Valid ID (NIN / Driver's License / Passport
- Flight E-tickets & Hotel Reservation
- Board Meeting Folders & Presentation Notes
- Business Cards & Notepad/Pen

Electronics & Essentials

- Laptop & Charger
- Formal Business Attire for Transcorp Meeting
- Personal Toiletries & Medications