TRAVEL DISRUPTION BACKUP DESK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Identify the travel segment and the question that could affect it.

STEP 2 List an alternative as unconfirmed until its details have been checked.

STEP 3 Record the source and next direct confirmation rather than assuming availability.

STEP 4 Which fact or document still needs checking?

TRAVEL DISRUPTION BACKUP DESK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	SEGMENT OR BACKUP OPTION	PERSON RESPONSIBLE	REVIEW PROGRESS	TRIGGER, SOURCE AND CONFIRMATION NEEDED

Outstanding question or record to confirm

TRAVEL DISRUPTION BACKUP DESK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Identify the travel segment and the question that could affect it.

Concrete next action

Owner / due

ACTION 2 List an alternative as unconfirmed until its details have been checked.

Concrete next action

Owner / due

ACTION 3 Record the source and next direct confirmation rather than assuming availability.

Concrete next action

Owner / due

IMPORTANT CONTEXT

This local desk does not monitor disruptions, make reservations or guarantee availability, entry requirements, insurance cover or compensation.

- [ ] Source checked
- [ ] Next action assigned