GENTLETOOLS / FREE RESOURCE SERIES

TRAVEL / 8 PAGE EDITION

Travel Itinerary & Backup Plan PDF

The useful plan includes what happens if the original plan changes.

NOT JUST AN EMPTY FORM

Travel plans live across confirmations, message threads and maps. A concise itinerary connects each stop to a reservation, expected cost and practical next action without exposing sensitive document numbers.

THE FOUR-STEP WORKFLOW

1. **Define what is known**
2. **Track actual events and evidence**
3. **Compare before deciding**
4. **Assign the next concrete action**

- [ ] Separate estimates and verified facts
- [ ] Keep sensitive data secure

No login or email gate. Information you enter stays in the PDF.

TRIP DAY & BACKUP PLANNER

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 Record dates and confirmed lodging or transport details.

STEP 2 Plan each day, including reservations and a realistic budget.

STEP 3 Add a backup contact or route and recheck provider details before departure.

STEP 4 Which fact or document still needs checking?

TRIP DAY & BACKUP PLANNER

Keep a dated record

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

Reference period

Review date

DESTINATION / RESERVATION	ESTIMATED COST	ACTUAL COST	TRAVEL DATE	BACKUP OPTION / BOOKING SOURCE

Outstanding question or record to confirm

TRIP DAY & BACKUP PLANNER

Keep a dated record

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

Reference period

Review date

DESTINATION / RESERVATION	ESTIMATED COST	ACTUAL COST	TRAVEL DATE	BACKUP OPTION / BOOKING SOURCE

Outstanding question or record to confirm

TRIP DAY & BACKUP PLANNER

Compare with evidence

WHAT THIS DOCUMENT HELPS WITH

Travel plans live across confirmations, message threads and maps. A concise itinerary connects each stop to a reservation, expected cost and practical next action without exposing sensitive document numbers.

1. Current facts

CURRENT	OPTION	EVIDENCE

2. Alternative course

CURRENT	OPTION	EVIDENCE

3. Uncertain information

CURRENT	OPTION	EVIDENCE

Working conclusion or question

Review by

TRIP DAY & BACKUP PLANNER

Make the next step happen

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

ACTION 1 Record dates and confirmed lodging or transport details.

Concrete next action

Owner / due

ACTION 2 Plan each day, including reservations and a realistic budget.

Concrete next action

Owner / due

ACTION 3 Add a backup contact or route and recheck provider details before departure.

Concrete next action

Owner / due

IMPORTANT CONTEXT

Keep full passport, card and insurance policy numbers in secure storage, not in a shared itinerary.

- [ ] Source checked
- [ ] Next action assigned

TRIP DAY & BACKUP PLANNER

Review a worked example

FICTIONAL EXAMPLE

Illustration: train arrival at 16:20, hotel check-in after 15:00, and a taxi as backup. Confirm the timetable before relying on it.

BEFORE YOU RELY ON YOUR RECORDS

- [ ] Facts distinguished from estimates
- [ ] Dates, units and totals checked
- [ ] Source evidence saved separately
- [ ] Private identifiers protected

What will be improved next time?

Keep full passport, card and insurance policy numbers in secure storage, not in a shared itinerary.

TRIP DAY & BACKUP PLANNER

Booking contingency

This page is tailored to the topic. Use it to check key items before closing your file.

AREA	CONFIRMED	BACKUP
Departure		
Transfer		
Lodging		
Activity		
Return		

One additional item to check