TRAVEL / WORKSHEET

Travel Itinerary + Backup

Put bookings, daily stops, costs and fallback options on one plan.

TRIP DATES

BUDGET / CURRENCY

1 CONFIRMED BOOKINGS

Note transport, lodging, locations and arrival windows.

2 ALTERNATIVES

Record backup routes, delayed arrival steps and support contacts.

3 BEFORE YOU LEAVE

Check entry rules, insurance, accessibility and offline maps.

KEEP YOUR SOURCES

Add dates and factual notes. Keep original documents in a secure separate place.

TRAVEL / RECORD + REVIEW

Travel Itinerary + Backup

Put bookings, daily stops, costs and fallback options on one plan.

PERIOD / PROJECT	REVIEW DATE

DATE	PLACE	BOOKING	COST	PLAN B / CONTACT

TRIP SPENDING CAP	CONFIRMED BOOKINGS

RECONCILE BEFORE DECIDING

Amounts and statuses do not calculate automatically. Review estimates against confirmed facts.

TRAVEL / EXAMPLE + USE GUIDE

Travel Itinerary + Backup

Put bookings, daily stops, costs and fallback options on one plan.

01

CHECK PROVIDER TIMES

Reconfirm addresses, entry rules and schedule changes.

02

KEEP SECRETS PRIVATE

Store sensitive travel documents somewhere secure.

03

SHARE A MINIMAL COPY

Only share contact and location data others truly need.

SAMPLE / ARRIVAL DAY

Train arrives 16:20. Hotel check-in begins 15:00. Taxi is a backup.

Actual train times, provider policies and prices must be confirmed.

SCOPE + SAFETY

Do not publish passport, payment card or insurance policy identifiers.