TRIP BOOKING PAYMENT CHECK

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 Use one row per booking and one currency per project.

STEP 2 Enter the estimated total and payments actually made; leave unknown amounts blank.

STEP 3 Record confirmation references, remaining obligations and cancellation details in the note.

STEP 4 Which fact or document still needs checking?

TRIP BOOKING PAYMENT CHECK

Keep a dated record

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

Reference period

Review date

PAYMENT REVIEW DATE	BOOKING OR RESERVATION	PERSON RESPONSIBLE	ESTIMATED BOOKING TOTAL	PAYMENTS MADE	CONFIRMATION AND NEXT PAYMENT CHECK

Outstanding question or record to confirm

TRIP BOOKING PAYMENT CHECK

Make the next step happen

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

ACTION 1 Use one row per booking and one currency per project.

Concrete next action	Owner / due

ACTION 2 Enter the estimated total and payments actually made; leave unknown amounts blank.

Concrete next action	Owner / due

ACTION 3 Record confirmation references, remaining obligations and cancellation details in the note.

Concrete next action	Owner / due

IMPORTANT CONTEXT

A remaining amount is only the difference between your entries. Verify balances and cancellation rules directly with each supplier.

- [ ] Source checked
- [ ] Next action assigned