

Worldwide Trip Planner

A flexible planning form for any destination, trip length or travel style.

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TRIP OVERVIEW

TRIP NAME		MAIN DESTINATION OR ROUTE	
START DATE	END DATE	TRAVELERS	
STARTING CITY OR AIRPORT		TRIP STYLE OR PURPOSE	
TOP PRIORITIES AND PLACES YOU WANT TO EXPERIENCE			
IMPORTANT NOTES, ACCESSIBILITY NEEDS OR DETAILS TO CONFIRM			

Daily Itinerary

Complete one copy for each day. Leave room for meals, transit and rest.

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TRIP NAME

DAY NUMBER

DATE

BASE OR OVERNIGHT LOCATION

ROUTE AND TRANSPORTATION

PLAN FOR THE DAY

MORNING - TIME, ACTIVITY, ADDRESS OR BOOKING

MIDDAY - TIME, ACTIVITY, ADDRESS OR BOOKING

AFTERNOON - TIME, ACTIVITY, ADDRESS OR BOOKING

EVENING - TIME, ACTIVITY, ADDRESS OR BOOKING

CHECK-IN, TRANSFER OR RESERVATION DETAILS

PLAN B OR FLEXIBLE TIME

For longer trips, save or print an additional copy of this page for each day.

Flights, Accommodation and Transport

Keep reference numbers, addresses and contacts together for offline access.

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OUTBOUND TRAVEL

AIRLINE, TRAIN OR CARRIER

BOOKING REFERENCE

DEPARTURE DATE AND TIME

FROM / DEPARTURE POINT

TO / ARRIVAL POINT

RETURN TRAVEL

AIRLINE, TRAIN OR CARRIER

BOOKING REFERENCE

DEPARTURE DATE AND TIME

FROM / DEPARTURE POINT

TO / ARRIVAL POINT

ACCOMMODATION

PROPERTY OR HOTEL NAME

BOOKING REFERENCE

STREET ADDRESS AND DIRECTIONS

CHECK-IN / CHECK-OUT

HOST OR FRONT DESK CONTACT

PAYMENT, CANCELLATION DEADLINE OR SPECIAL INSTRUCTIONS

LOCAL TRANSPORT AND USEFUL CONTACTS

RENTAL CAR, RAIL PASS OR LOCAL PROVIDER

BOOKING REFERENCE

PICKUP / DROP-OFF DETAILS

EMERGENCY OR LOCAL CONTACT

Booking and Budget Tracker

Record confirmed reservations and compare planned costs with actual spending.

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BOOKING TRACKER

DATE	BOOKING / PROVIDER	REFERENCE	COST

TRIP BUDGET

CATEGORY	PLANNED	ACTUAL	NOTES
Flights and long-distance travel			
Accommodation			
Local transport			
Food and meals			
Tours, activities and golf			
Other			
	TOTAL PLANNED	TOTAL ACTUAL	

NOTES OR SPENDING REMINDERS

Travel Checklists and Final Notes

Use these checks before departure and add your own reminders below.

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TRAVEL DOCUMENTS AND ESSENTIALS

TRAVEL DOCUMENTS

- ☐ Passport or national ID
- ☐ Entry requirements checked
- ☐ Travel insurance details saved
- ☐ Flight and stay confirmations saved offline
- ☐ Emergency contacts recorded
- ☐ Copies of key documents stored separately

PERSONAL AND PRACTICAL

- ☐ Medication and prescriptions packed
- ☐ Payment cards and local currency ready
- ☐ Phone, charger and plug adapter packed
- ☐ Glasses or other essentials packed
- ☐ Luggage tags attached
- ☐ Home arrangements confirmed

BEFORE DEPARTURE

- ☐ Check flight or train times and complete online check-in
- ☐ Confirm airport, station or port transfer
- ☐ Share the itinerary with a trusted contact
- ☐ Check local weather and opening times
- ☐ Keep essential phone numbers accessible offline

ADDITIONAL CHECKS, CONTACTS OR NOTES