TRAVEL ITINERARY

[Trip name] • [Destination] • [DD Mon] – [DD Mon YYYY]

TRIP OVERVIEW

Traveller(s)			
Purpose	[ ] Holiday [ ] Business [ ] Family visit [ ] Other: _____		
Depart		Return	
Passport / visa		Travel insurance no.	

FLIGHTS AND TRANSPORT

Date	From → To	Flight / train / bus no.	Depart – arrive	Booking ref.
[12 Dec]	[City] → [City]	[XX 000]	[08:40 – 12:15]	[ABC123]

ACCOMMODATION

Hotel / stay	Address and phone	Check-in	Check-out	Booking ref.
[Hotel name]	[Address, phone]	[12 Dec]	[15 Dec]	[000000]

DAY-BY-DAY PLAN

Day	Time	Activity	Location	Notes / booking
Day 1 [12 Dec]	[Morning]	[Arrive, check in, rest]	[Hotel]	
	[Evening]	[Dinner / walk around the old town]	[Area]	[Table booked 8 pm]
Day 2 [13 Dec]	[09:00]	[Museum / guided tour]	[Place]	[Tickets booked]
	[14:00]	[Activity]	[Place]	
Day 3 [14 Dec]	[All day]	[Day trip]	[Place]	[Pick-up 08:00]

BUDGET AND EMERGENCY CONTACTS

Budget		Currency	
Embassy / consulate			
Emergency contact at home			
Local emergency no.		Hotel phone	

Keep a printed copy with you and share one with family. Save copies of your passport, visa, tickets and insurance on your phone or email.