

Travel Schedule Worksheet for Vacation Preparation

Traveler(s) Information

Name(s)	
Contact Info	
Emergency Contact	

Trip Details

Destination(s)	
Travel Dates	
Accommodation(s)	

Daily Itinerary

Date	Time	Activity / Plan	Notes

Pre-Trip Checklist

- Book transportation
- Reserve accommodation
- Arrange travel insurance
- Pack essential items
- Prepare travel documents (ID, passport, visa)
- Notify bank / Set up roaming
- Other: _____

Notes

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