

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