

Travel Itinerary

Print-ready format — designed for clean printing on standard paper

Trip Overview

Destination:	
Dates:	
Travelers:	
Accommodation:	
Address:	
Phone:	
Confirmation #:	
Emergency Contact:	
Insurance Policy #:	
Flight Confirmation:	

Flight Details

Leg	Airline/Flight	Depart	Arrive	Seat	Conf #
Outbound					
Return					

Accommodation

Property	Address	Check-In	Check-Out	Conf #

Day 1 — Date: _____

Time	Activity/Event	Location	Cost	Notes/Confirmation
8:00 AM				
9:30 AM				
11:00 AM				



12:30 PM (Lunch)				
2:00 PM				
3:30 PM				
5:00 PM				
6:30 PM (Dinner)				
8:00 PM				

Day 2 — Date: _____

Time	Activity/Event	Location	Cost	Notes/Confirmation
8:00 AM				
9:30 AM				
11:00 AM				
12:30 PM (Lunch)				
2:00 PM				
3:30 PM				
5:00 PM				
6:30 PM (Dinner)				
8:00 PM				

Day 3 — Date: _____

Time	Activity/Event	Location	Cost	Notes/Confirmation
8:00 AM				
9:30 AM				
11:00 AM				
12:30 PM (Lunch)				
2:00 PM				
3:30 PM				
5:00 PM				
6:30 PM (Dinner)				
8:00 PM				

Day 4 — Date: _____

Time	Activity/Event	Location	Cost	Notes/Confirmation
8:00 AM				
9:30 AM				
11:00 AM				
12:30 PM (Lunch)				
2:00 PM				
3:30 PM				
5:00 PM				
6:30 PM (Dinner)				
8:00 PM				

Day 5 — Date: _____

Time	Activity/Event	Location	Cost	Notes/Confirmation
8:00 AM				
9:30 AM				
11:00 AM				
12:30 PM (Lunch)				
2:00 PM				
3:30 PM				
5:00 PM				
6:30 PM (Dinner)				
8:00 PM				

Day 6 — Date: _____

Time	Activity/Event	Location	Cost	Notes/Confirmation
8:00 AM				
9:30 AM				
11:00 AM				



12:30 PM (Lunch)				
2:00 PM				
3:30 PM				
5:00 PM				
6:30 PM (Dinner)				
8:00 PM				

Day 7 — Date: _____

Time	Activity/Event	Location	Cost	Notes/Confirmation
8:00 AM				
9:30 AM				
11:00 AM				
12:30 PM (Lunch)				
2:00 PM				
3:30 PM				
5:00 PM				
6:30 PM (Dinner)				
8:00 PM				

Important Contacts

Contact	Name	Phone	Notes
Hotel Front Desk			
Airline Customer Service			
Embassy / Consulate			
Travel Insurance Claims			
Local Emergency (911 equiv.)			
Car Rental Company			
Tour Operator			
Personal Emergency Contact #1			
Personal Emergency Contact #2			

Packing Checklist

Documents

- Passport / ID (+ copies)
- Visa / entry permits
- Boarding passes (printed)
- Hotel confirmations (printed)
- Travel insurance card + policy #
- Driver's license
- Emergency contact card
- Itinerary copies (2 extra)

Electronics

- Phone + charging cable
- Power bank / portable charger
- Universal power adapter
- Camera + memory cards + charger
- Headphones / earbuds
- E-reader or tablet
- Laptop + charger (if needed)

Clothing

- Underwear (1/day + 2 extra)
- Socks (1/day + 2 extra)
- T-shirts / casual tops
- Pants / shorts
- Dress outfit (evening)
- Sleepwear
- Swimwear
- Light jacket / layers
- Rain jacket / umbrella
- Comfortable walking shoes
- Sandals / flip flops
- Dress shoes (if needed)
- Hat / sun protection
- Sunglasses

Toiletries

- Toothbrush + toothpaste
- Deodorant
- Shampoo + conditioner (travel-size)

- Body wash / soap
- Razor + shaving cream
- Sunscreen SPF 30+
- Lip balm with SPF
- Moisturizer
- Insect repellent
- Hand sanitizer
- Wet wipes / tissues

Health

- Prescription medications (in original bottles)
- Pain reliever (Ibuprofen / Tylenol)
- Allergy medication
- Motion sickness meds
- Band-aids / first aid basics
- Stomach/digestive medicine
- Any vitamins/supplements

Travel Comfort

- Neck pillow
- Eye mask + earplugs
- Reusable water bottle
- Snacks for travel day
- Book / entertainment
- Travel blanket or scarf

Bags & Organization

- Carry-on bag
- Checked luggage
- Day bag / backpack
- Packing cubes
- Laundry bag
- Zip-lock bags (liquids TSA)
- Luggage locks

Money & Security

- Cash (local currency)
- Credit / debit cards (2 minimum)
- Money belt / hidden pouch
- Photocopy of passport (separate from original)

Notes
