Travel itinerary

Free template from Amicly, amicly-travel.com. Fill in what is fixed first, then the days. Status: Booked, Not booked, Flexible, Optional, Check opening day, Estimate.

Trip overview

Field	Your trip
Trip name	
Dates (local)	
Travellers	
Arrival: where, when, transfer	
Departure: where, when, transfer	
Where you sleep (address, nights, check-in)	
Top 3 priorities	
Budget and currency	
Saved offline	
Emergency contact	

Bookings and fixed times

Local time where it happens. A suggestion is not a booking until it says Booked.

Date	Local time	What	Reference kept where	Status

Day ___ Date _____ Main area _____

Main priority today (protect this if the day changes): _____

Time or block	Plan	Travel to next	Status	Backup
Morning				
Lunch				
Afternoon				
Evening				

Print this page once for each day of the trip.

Arrival day

Step	Time
A. Landing or arrival time (local)	
B. Getting out: passport control and bags (estimate)	
C. Transfer to where you stay	
Earliest at the hotel = A + B + C	
Room ready (check-in time; ask about early check-in)	
Hours to fill before the room	

Departure day

Step	Time
A. Flight or train departs (local)	
B. Be at the airport or station this long before (airline advice)	
C. Transfer from your bags	
D. Collecting bags	
E. Safety buffer	
Back at your bags by = A minus B, C, D and E	
Checkout time	
Hours you can actually use	

Your airline's or operator's instructions always win over these sums.