

Travel Itinerary (Sample)

Hi All – Jim & Mary have the following itinerary in Florida over the next 3 weeks.

FLIGHTS:

11/20 (Thu) > 12/08 (Mon) - **DELTA (RT)** e-tickets / paper boarding passes (prepaid)
Confirmation # HJKLM for Jim & Mary Smith
Taxi to MSP Airport 6:30 am
Depart MSP **Flight 7890** 11/17 @ 9:06 am > MCO (Orlando) arrives 1:20 pm / Seats 39D, 40C
Return MCO **Flight 1234** 12/07 @ 9:50 am > MSP arrives 12:18 pm / Seats 34C, 35D
Taxi to home around 1:30 pm

LODGING:

11/17 (Tue) From Orlando Airport – Airport shuttle
11/17 (Tue) 12 am (check-in) > 11/25 (Wed) 12 am (check-out)
Disney's Wyndham Grand Orlando Resort Bonnet Creek
1-407-390-2300 / Parking: \$18/day
Confirmation 123AB for Jim Smith

CAR: Rent Enterprise

11/25 (Wed) - Drive to Dick & Sally Brown (Mary's 1st cousin) to visit in Tampa, FL > 11/28 (Sat)
(Phone-Cell: 727-432-1515) staying at
11/25 (Wed) 3pm (check-in) > 11/28 (Sat) 11am (check-out)
Holiday Inn Express & Suites
543 Seminole Blvd, Tampa, FL 33999 / (Hotel Front Desk: 1-800-123-4567) (motel prepaid)
Confirmation #654321 for Jim Smith
near Dick & Sally Brown's home (1234 Main Street, Tampa, FL 33999)

11/28 (Sat) - Drive to Orlando (night before cruise)
11/28 (Sat) 3pm (check-in) > 11/29 (Sun) 12pm (check-out)
Country Inn & Suites Orlando Airport (407-987-6543) (motel prepaid)
5440 Forbes Place, Orlando, FL 32812
Hotel confirmation # 1X5ABB
Orbitz Confirmation # PBORB-234-999-4432 for Jim Smith
11/29 (Sun) Pick-up 11:30 am by **ABC** shuttle-hotel to Port Canaveral (407-641-1111) (shuttle prepaid)

CRUISE:

11/29 (Sun) > 12/06 (Sun) departs & returns Port Canaveral, FL (cruise prepaid)
Ship/Tour Co: **FREEDOM of the SEAS / Royal Caribbean**
11/29 (Sun) 11 am -3 pm (check-in) > 12/06 (Sun) 12 pm (check-out)
Royal Caribbean Reservation # 123456 (Cabin 8700) for Jim & Mary Smith
AAA Booking # 989898 - Travel counselor: Betty Boop (727-789-9876 ext. 2134)
- NO Cell phone access while at sea (maybe text?), maybe minimal Internet

12/06 (Sun) > Pick-up 9:30am by **ABC** Shuttle-Port Canaveral to hotel (407-641-1111) (shuttle prepaid)
12/06 (Sun) 3pm (check-in) > 12/07 (Mon) 12pm (check-out) night after cruise
Country Inn & Suites Orlando Airport (407-856-6543) (motel prepaid)
5440 Forbes Place, Orlando, FL 32812
Hotel confirmation # 2W3W3V
Orbitz Confirmation # PBORB-234-888-4444 for Jim Smith
12/07 (Mon) > Hotel shuttle to Orlando airport

Jim Smith
666-333-4444 (Cell)
jim.smith@gmail.com

Mary Smith
666-333-5555 (Cell)
mary.smith@gmail.com

Trip Planner Form

date: _____

Purse/ Back Pack: allowed one each under seat
 Passport/ Driver's License / Other Picture ID
 Photo copy of passports, credit cards & documents
 Photo of travel companion and of yourself
 E tickets/ Flight Information
 Two different Credit Cards / ATM cards
 Cash (\$1s for tipping) / Money Belt
 Cell Phone/ Camera
 Keys- House/Car (extra set for car, if driving)
 Proof of Insurance, if renting car
 Laptop / Notepad / I-Pad / Passwords
 Reservations (Resort/Plane/Train/Shuttle/Cab ...)
 Directions / GPS / Maps /Travel Books
 Emergency Contacts (Cards/Form/Lists...)
 Health Insurance /Medication List
 Things to do in car, on plane, train, etc.
 E-Reader or Book / Headphones
 Sunglasses / Extra Reading Glasses/Ear Plugs
 Pillow(s) / Sleep mask
 Snacks / Protein Bars / Nuts / Gum

Checked Luggage (Hobbies):
 Golf Clubs / Bag Golf Shoes Balls / Tees / Gloves

Checked Luggage: - fee per bag
 62 inches =(LxWxH) 50 lbs includes those we are wearing

<input type="checkbox"/> / <input type="checkbox"/> light jacket	<input type="checkbox"/> cooler bag
<input type="checkbox"/> / <input type="checkbox"/> sweat shirt	<input type="checkbox"/> day bag/beach bag
<input type="checkbox"/> / <input type="checkbox"/> long pants casual	<input type="checkbox"/> binoculars
<input type="checkbox"/> / <input type="checkbox"/> shorts/capris	<input type="checkbox"/> razor
<input type="checkbox"/> / <input type="checkbox"/> short sleeve shirts	<input type="checkbox"/> nail clipper/tweezer
<input type="checkbox"/> / <input type="checkbox"/> socks	<input type="checkbox"/> sewing kit/safety pins
<input type="checkbox"/> / <input type="checkbox"/> underwear	<input type="checkbox"/> sunscreen
<input type="checkbox"/> / <input type="checkbox"/> belt	<input type="checkbox"/> bug spray/ After Bite
<input type="checkbox"/> / <input type="checkbox"/> tennis shoes	<input type="checkbox"/> cortisone cream
<input type="checkbox"/> / <input type="checkbox"/> dress pants	<input type="checkbox"/> flashlight
<input type="checkbox"/> / <input type="checkbox"/> dress shirt	<input type="checkbox"/> night light
<input type="checkbox"/> / <input type="checkbox"/> scarf / tie	<input type="checkbox"/> travel clock
<input type="checkbox"/> / <input type="checkbox"/> dress shoes	
<input type="checkbox"/> / <input type="checkbox"/> water shoes	Vacation rental items:
<input type="checkbox"/> / <input type="checkbox"/> extra swim suit	<input type="checkbox"/> laundry soap /dryer sheet
<input type="checkbox"/> / <input type="checkbox"/> snorkel gear	<input type="checkbox"/> coffee / filters
<input type="checkbox"/> / <input type="checkbox"/> beach towel	<input type="checkbox"/> dish & dishwasher soap
<input type="checkbox"/> / <input type="checkbox"/> hat/visor	<input type="checkbox"/> zip lock bags/garbage bag
<input type="checkbox"/> / <input type="checkbox"/> sandals	<input type="checkbox"/> clothesline / rope
<input type="checkbox"/> / <input type="checkbox"/> rain ponchos	

Carry On: allowed one bag each
Things you need first 24 hrs. if luggage is lost
 22 x 14 x 9 in. (including handles & wheels) 16 lbs
/ Medications (see list)
/ Toiletry Items/Makeup/Jewelry (see list)
Liquids (3 oz or less in 1 qt bag (easy open) non-sharp items)
/ PJs
/ Swimsuit /Cover Up/ PJs
/ Complete Change of Clothes
/ Tennis Shoes & Socks
/ Master Travel Bag
 Chargers for electronics
 Special medical equipment-separate bag no charge

Toiletry Items:

<input type="checkbox"/> / <input type="checkbox"/> Toothbrush / paste	<input type="checkbox"/> Lotion	<input type="checkbox"/> Hairspray (Pump)
<input type="checkbox"/> / <input type="checkbox"/> Brush / comb	<input type="checkbox"/> Make up	<input type="checkbox"/> Tide to go
<input type="checkbox"/> Mouth wash	<input type="checkbox"/> Earrings	<input type="checkbox"/> Kleenex
<input type="checkbox"/> Dental Floss	<input type="checkbox"/> Personal items	<input type="checkbox"/> Nail file
<input type="checkbox"/> Deodorant	<input type="checkbox"/> Shaving cream	<input type="checkbox"/> First Aid kit
<input type="checkbox"/> Shampoo / rinse / gel	<input type="checkbox"/> After shave	<input type="checkbox"/> Misc. pills

Medications: Take photos of prescription bottles
 (Also list on **Emergency Travel Medical Form**)
Travel companion meds

Your meds

Both - Variety of pills: Imodium, Tums, Advil, Tylenol Flu, aspirin, Benadryl Allergy, Dramamine, cough drops

Reminders before we go:

<input type="checkbox"/> Hold mail / Suspend newspaper	<input type="checkbox"/> Pay Bills
<input type="checkbox"/> Notify credit card company	<input type="checkbox"/> Airport parking
<input type="checkbox"/> Notify bank for ATM card	
<input type="checkbox"/> Notify cell phone company	<input type="checkbox"/> Transportation
	only if out of USA to airport, ...
<input type="checkbox"/> Create itinerary & send to emergency contacts	
<input type="checkbox"/> Notify neighbors & family / key	
<input type="checkbox"/> Line up someone to shovel / mow	
<input type="checkbox"/> Line up someone water plants / feed pets	
<input type="checkbox"/> Print out boarding pass	
<input type="checkbox"/> Shut off home computer	
<input type="checkbox"/> Shut off water / Turn down water heater	
<input type="checkbox"/> Unplug appliances	