

# 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](mailto:jim.smith@gmail.com)

Mary Smith

666-333-5555 (Cell)

[mary.smith@gmail.com](mailto: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

**Carry On: allowed one bag each****Things you need first 24 hrs. if luggage is lost**

22 x 14 x 9 in. (including handles &amp; 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

**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

/  light jacket cooler bag/  sweat shirt day bag/beach bag/  long pants casual binoculars/  shorts/capris razor/  short sleeve shirts nail clipper/tweezer/  socks sewing kit/safety pins/  underwear sunscreen/  belt bug spray/ After Bite/  tennis shoes cortisone cream/  dress pants flashlight/  dress shirt night light/  scarf / tie travel clock/  dress shoes

Vacation rental items:

/  water shoes laundry soap /dryer sheet/  extra swim suit coffee / filters/  snorkel gear dish & dishwasher soap/  beach towel zip lock bags/garbage bag/  hat/visor clothesline / rope/  sandals/  rain ponchos**Toiletry Items:**/  Toothbrush / paste Lotion Hairspray  
(Pump)/  Brush / comb Make up Tide to go Mouth wash Earrings Kleenex Dental Floss Personal items Nail file Deodorant Shaving cream First Aid kit Shampoo / rinse / gel After shave 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:** Hold mail / Suspend newspaper       Pay Bills Notify credit card company       Airport parking Notify bank for ATM card Notify cell phone company       Transportation  
only if out of USA      to airport, ... Create itinerary & send to emergency contacts Notify neighbors & family / key Line up someone to shovel / mow Line up someone water plants / feed pets Print out boarding pass Shut off home computer Shut off water / Turn down water heater Unplug appliances