



TRAVEL ORGANIZER

Packing List, To Do Before Travel, Travel Itinerary, Budget List, Expense Tracking List, Places to Visit, Things to Do, Emergency Resources, Local Phrases



TIME ZONES:

- USA ET: UTC-5:00
- USA CT: UTC-6:00
- USA MT: UTC-7:00
- USA PT: UTC-8:00
- USA Alaska: UTC-9:00
- USA Hawaii: UTC-10:00
- London: UTC+1:00
- Australia: UTC+5:00
- Italy: UTC+1:00
- Malaysia: UTC+8:00
- Sri Lanka: UTC+5:30

Travel Organizer

Today's Date _____

Destination _____ Departure Time _____ Arrival Time _____

Travel Information

Phone Numbers

Airport: _____

Terminal: _____ Gate #: _____

Layover: _____

Airline Phone # _____

Train Station: _____

Platform #: _____ Train #: _____

of Stops to Destination: _____

Important Phone #'s: _____

Bus Station: _____

Platform: _____ Bus #: _____

of Stops to Destination: _____

Important Phone Numbers: _____

Consulate Number: _____

Emergency Services: _____

Transportation: _____

Lodging: _____

Other Important Numbers:

Checklist

- Visa/Passport
- Tickets
- Boarding Pass
- Insurance
- Money
- Credit/Debit Cards

Addresses

Notes

The Travel Planner's Ultimate Packing List

	✓	qty		✓	qty		✓	qty	
Clothing Items			Underwear			Skirts			Leisure Shoes
			Socks/Stockings			Sweaters/Sweatshirts			Hiking/Athletic Shoes
			Undershirts/Bras			Suits			Seasonal Shoes
			Sleepwear			Swimsuits/Cover-Up			Dress Shoes
			T-Shirts			Approp Outerwear			Sandals/Flip-Flops
			Dress Shirts			Gloves			Purse
			Casual Nice Shirts			Ties			Jewelry
			Pants			Scarves			Belts
			Jeans			Hats			Umbrella
			Shorts			Extra Tote (collapsible)			Laundry Items
			Dresses			Document Holder			Laundry Bag
Health & Beauty Items			Toothbrush			Face Cleanser			Birth Control
			Toothpaste			Sunscreen (Face/Body)			Feminine Products
			Floss			Shaving Items			Medications
			Shampoo/Conditioner			Hand Sanitizer			Vitamins
			Soap			Make-up			Pain Relievers
			Lotion			Make-Up Remover			First-Aid Container
			Deodorant			Nail Polish			Insect Repellent
			Hair Styler/Dryer			Nail File/Clipper			First-Aid Ointment
			Brush/Comb			Tweezers			Bandages
Carry-On Bag Items			Books/e-Books			Itinerary			Valuables (jewelry)
			MP3 Player			Map/Directions			House Keys
			Earbuds			Address Book			Paper/Pen
			Tissues			Guidebook			Travel Blanket
			Lip Balm			Passport/Visa/ID			Travel Pillow
			Cash			Food/Snacks/Gum			Ear Plugs
			Debit/Credit Cards			In-Flight Medications			Change of Clothes
			Insurance Card			Camera			Empty Water Bottle (fill after cleared security)
Misc.			Cell Phone			Laptop/Tablet			List of Emerg. Contacts
			Universal Plug			Chargers			List of Medications
			Film/Memory Card			List of Bank Contacts			Copies of Important Docs

Travel Planner's Budget Worksheet

Destination: _____ Travel Dates: _____

Transportation	Budget	Actual
Air/Train/Bus Fare		
Car Parking		
Shuttle Transportation		
Car Rental		
Gas		
Tolls		
Other:		
	Amount:	Amount:

Lodging	Budget	Actual
Hotel/Motel/Campsites		
Fees/Taxes		
Parking		
Other:		
	Amount:	Amount

Food & Drink	Budget	Actual
Restaurant		
Bars & Pubs		
Coffee Shops		
Snacks & Water		
Food You Brought		
Other:		
	Amount:	Amount

Entertainment	Budget	Actual
Museums/Aquariums		
Theme Parks		
Movies/Shows		
Equipment Rentals		
Zoos/Parks		
Souvenirs		
Other:		
	Amount	Amount

Budgeted Amount: _____

Actual Amount: _____

Local Phrases

Spanish

Good morning – Buenos días (<i>bway nos dee ahs</i>)	Don't ever forget: Please – Por favor (<i>por fah vohr</i>) – and Thank you – Gracias (<i>grah cee ahs</i>). These are VERY IMPORTANT words in Spanish.	I have, I don't have – Yo tengo, yo no tengo (<i>yoh tayn goh, yoh noh tayn goh</i>)
Good afternoon – Buenas tardes (<i>bway nahs tar days</i>)	When you are introduced to someone, you say “ Mucho gusto ” (<i>moo choh goos toh</i>) and they will say the same thing back to you. It means, “nice to meet you.”	I understand, I don't understand – Yo entiendo, yo no entiendo (<i>yoh ayn tee ayn doh, yoh noh ayn tee ayn doh</i>)
Hola (<i>oh lah</i>) is “hi” and you can say that with people you know.	¿Habla inglés? (<i>ahblah een glays</i>)? – Do you speak English? While it is never correct to <i>assume</i> that someone speaks English, you can ask if they do and they will like you so much better for asking in Spanish.	Do you understand? – ¿Entiende? (<i>ayn tee ayn day</i>)?
¿Cómo está? (<i>coh moh es tah</i>) is “how are you?” if you don't know someone and ¿Cómo estás? (<i>coh moh es tahs</i>) if you do know them.	I want, I don't want – Yo quiero, yo no quiero (<i>yoh kee ayr oh, yoh noh kee ayr oh</i>)	Where is a restaurant? – ¿Dónde hay un restaurante? (<i>dohn day eye oon rays tore rahh tay</i>)?
If they ask you how you are, you can say “good, thank you” – “ bien, gracias ” (<i>bee ayn, grah cee ahs</i>) because you, too, are a polite person.	I would like (politer) – Me gustaría (<i>may goo stah ree ah</i>)	A train? – ¿Un tren? (<i>oon trayn</i>)?
Where is – ¿Dónde está? (<i>dohn des tah</i>)	What time is it? – ¿Qué hora es? (<i>kay orah ess</i>)?	The street ...? – ¿La calle ...? (<i>lah cah yay</i>)?
How much does it cost – ¿Cuánto cuesta? (<i>cwahn toh cways tah</i>)?	Do you have? – ¿Tiene? (<i>tee ayn ay</i>)?	A bank? – ¿Un banco? (<i>oon bahn coh</i>)?
Where is the bathroom? – ¿Dónde está el baño? – (<i>dohn days tah el ban yoh</i>)?	I'm looking for a hotel – Busco un hotel (<i>yoh kee ayr oh oon oh tel</i>)	I need – Yo necesito (<i>yoh nay say see toh</i>). Very useful, and you can supply the noun

Italian

Hello! and Good morning! Buongiorno! (<i>bwohn-johr-noh</i>)	(What is your name?) (Informal) Come ti chiami? (<i>koh-meh tee kyah-mee</i>)	(Thank you.) Grazie (<i>grah-tsee-eh</i>)
(Goodbye!) (Formal) Arrivederci! (<i>ahr-ree-veh-dehr-chee</i>)	(My name is...) Mi chiamo... (<i>mee kyah-moh</i>)	(You're welcome! By all means, after you.) Prego! (<i>preh-goh</i>)
(Hello! and Good-bye!) (Informal) Ciao! (<i>chou</i>)	(How are you?) (Formal) Come sta? (<i>koh-meh stah</i>)	(You're welcome.) Non c'è di che. (<i>nohn cheh dee keh</i>)
(Hello! and Good-bye!) (Neutral) Salve! (<i>sahl-veh</i>)	(How are you?) (Informal) Come stai? (<i>koh-meh stahy</i>)	(I'm sorry.) Mi dispiace. (<i>mee dees-pyah-cheh</i>)
(Good afternoon! Good evening!) (Formal) Buonasera! (<i>bwoh-nah-seh-rah</i>)	(Fine, thank you.) Bene, grazie. (<i>beh-neh grah-tsee-eh</i>)	(Excuse me, formal.) Mi scusi. (<i>mee skooh-zee</i>)
(Good night!) (Informal) Buonanotte! (<i>bwoh-nah-noht-teh</i>)	(Please.) Per favore (<i>pehr fah-voh-reh</i>)	(Excuse me, I need some information, please.) Scusi, un informazione, per favore. (<i>skooh-zee oohn-een-fohr-mats-yoh-neh pehr fah-voh-reh</i>)

(What is your name?) (Formal) Come si chiama? (<i>koh-meh see kyah-mah</i>)	(Please.) Per piacere (<i>pehr pyah-cheh-reh</i>)	(Excuse me, I'm sorry, informal) Scusa. (<i>skooh-zah</i>)
Permesso? (<i>pehr-mehs-soh</i>) (Excuse me — when walking through a crowded train compartment; also, “May I come in?” when crossing the threshold of someone’s house.)	Dove? (<i>doh-veh</i>) (Where?)	Aiuto! (<i>ah-yooh-toh</i>) (Help!)
Sì. (<i>see</i>) (Yes.)	Perché? (<i>pehr-keh</i>) (Why?)	Emergenza! (<i>eh-mehr-jehn-tsah</i>) (Emergency!)
No. (<i>noh</i>) (No.)	Come? (<i>koh-meh</i>) (How?)	Chiamate la polizia! (<i>chee-ah-mah-teh lah poh-lee-tsee-ah</i>) (Call the police!)
Parla inglese? (<i>pahr-lah een-gleh-zeh</i>) (Do you speak English?)	Quanto? (<i>kwanh-toh</i>) (How much?)	Chiamate un'ambulanza! (<i>kee-ah-mah-teh ooh-nahm-booh-lahn-tsah</i>) (Call an ambulance!)
(Where is the station?) Dov'è la stazione? (<i>doh-veh lah stah-tsyoh-neh</i>)	(I need a doctor.) Ho bisogno di un medico. (<i>oh bee-zoh-nyoh dee oohn meh-dee-koh</i>)	(Where is the bathroom?) Scusi, dov'è il bagno? (<i>skooh-zee doh-veh eel bahn-yoh</i>)
(Where is the hospital?) Dov'è l'ospedale? (<i>doh-veh lohs-peh-dah-leh</i>)	(How far is the Colosseum?) Quanto dista il Colosseo? (<i>kwahn-toh dees-tah eel koh-lohs-seh-oh</i>)	(I feel very sick.) Mi sento molto male. (<i>mee sehn-toh mohl-toh mah-leh</i>)

French

Hello Bonjour bonzhoor	Excuse me Excusez-moi ek'skew'zay'mwa	I don't like ... Je n'aime pas ... zher nem pa ...
Goodbye Au revoir o'rervwa	I'm sorry Pardon pardon	Just a minute Une minute. ewn mee'newt
Yes Oui wee	What's your name? Comment vous ko'mon voo appelez-vous? (pol) za'pay'lay voo Comment tu ko'mon tew t'appelles? (inf) ta'pel	Do you speak English? Parlez-vous anglais? par'lay'voo ong'lay
No Non no	My name is ... Je m'appelle ... zher ma'pel ...	How do you say ... in French? Comment est-ce qu'on ko'mon es'kon dit ... en français? dee ... on fronsay
Please S'il vous plaît seel voo play	Where are you from? De quel pays êtes-vous? der kel pay'ee et'voo De quel pays es-tu? (inf) der kel pay'ee etew	What does ... mean? Que veut dire ...? ker ver deer ...
Thank you Merci mairsee	I'm from ... Je viens de ... zher vyen der ...	I don't understand Je ne comprends pas zher ner kom'pron pa
You're welcome Je vous en prie zher voozon pree De rien (inf) der ree'en	I like ... J'aime ... zhem ...	I'd like to buy ... Je voudrais acheter ... zher voo'dray ash'tay ...
Help! Au secours! o skoor	a doctor un médecin un mayd'sun	How much is it? C'est combien? say kom'byun I don't like it Cela ne me plaît pas ser'la ner mer play pa
I'm lost Je me suis égaré/e (m/f) zhe me swee'zay'garay	the police la police la	May I look at it? Est-ce que je peux le voir? es'ker zher per ler vwar
Leave me alone! Fichez-moi la paix! fee'shay'mwa la pay	I'll take it Je le prends zher ler pron	I'm just looking Je regarde zher rer'gard It's cheap Ce n'est pas cher ser nay pa shair
Call ...! Appelez ...! a'play ...	Can I pay by credit card? Est-ce que je peux payer es'ker zher per pay'yay avec ma carte de crédit? a'vek ma kart der kray'dee	It's too expensive C'est trop cher say tro shair

American Emergency Resources

Call Overseas Citizens Services

In an emergency, please contact the nearest U.S. Embassy or Consulate, or call these numbers:

From the U.S. & Canada – 1-888-407-4747

Overseas – +1-202-501-4444

<https://www.usembassy.gov/> For Listing of Countries. This is good for:

- Lost or Stolen Passports (Cannot be replaced on holiday's/weekends)
- Arrested or Detained (Will assist with obtaining English speaking attorneys, contacting family, visit the detained to provide reading materials, vitamins when appropriate, provide a general overview of local justice system. They cannot get you out of jail, provide legal advice, etc.)
- Victim of a Crime (For help replacing items/contacting family. They do not investigate crimes.)

If you are concerned about a U.S. citizen relative or friend who is traveling or living abroad, you can call 1-888-407-4747 for U.S. Passports & International Travel Department. <https://travel.state.gov/content/passports/en/emergencies/missing.html>

To Do List Before Traveling Internationally

Security & Health

- **Check-in with your doctor and insurance carrier.** Make sure that you have all of the proper vaccinations and that you have renewed all prescriptions. Also, ask your medical insurance provider if your policy applies overseas for emergencies. You may need supplemental insurance if they don't.
- **Bring copies of your passport.** If your passport gets stolen or lost this will allow you to prove your citizenship.
- **Leave a copy of your passport.** Leave a copy of your passport with someone you trust. Consider making an electronic copy you can store in your email account as well.
- **Register with your embassy.** If there's a problem in the country, this will make it easier for your government to contact you and get you to safety.

Money

- **Look up the monetary conversion before you go.** Do your math before you travel to get a sense of where the conversion rate is at.
- **Make sure your credit card will work in the country you're visiting.** European banks have switched almost completely to the more secure chip-and-PIN technology and fewer businesses abroad are accepting the outdated magnetic-strip cards.
- **Go to a bank or ATM in the country you're visiting.** You won't get charged as many fees at the ATM or the bank as you do a conversion center, and the conversion will be exact.
- **Always have local cash.** Not every place takes credit cards. Especially important places like trains or buses.
- **Call your bank or credit card provider.** This will prevent your bank thinking there is fraud occurring if out of the norm transactions are suddenly happening. They will turn off your card as a security measure.
- **Check the country's entrance/exit fees.** Some countries require travelers to pay to enter or leave the country. These fees are not included in the price of your airline ticket, and can range from \$25 to \$200.

Local Research

- **Buy tickets now for places you know you want to visit or see.** Buying in advance will help you to skip more lines, and find more deals targeted toward you.
- **Get guidebooks.** Guidebooks usually include maps, key words or phrases, and give you enough detail on certain sites that you won't need to purchase the pamphlet at the venue. And download apps before you travel. Avoid downloading charges from your wireless carrier and get your apps before you leave.
- **Research events going on while you're there.** This will help you make sure that you're not missing the best events going on in the city — fun things like festivals, ceremonies and natural events. Also, be sure to research a few national dishes to try. You don't want to leave the country without experiencing what it's known for.

Electronics

- **Bring a charger adapter.** Countries have different size plugs and voltage.
- **Check the voltage of your electronics.** Make sure the voltage isn't too high or low.
- **Activate your phone's global capabilities.** There may be a charge for doing this, depending on your carrier, but it is much less than the roaming charges you'll get if you don't.



Places to Visit

Trying out the Local Cuisine and Hotspots

Restaurant/Cafe

Name:

Address:

Liked/Recommend?

Name:

Address:

Liked/Recommend?

Name:

Address:

Liked/Recommend?

Name:

Address:

Liked/Recommend?

Bar/Pub

Name:

Address:

Liked/Recommend?

Name:

Address:

Liked/Recommend?

Name:

Address:

Liked/Recommend?

Name:

Address:

Liked/Recommend?

Travel Notes

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