

Travel Planning Checklist Itinerary Template

THINGS TO DO AT WORK	
<input type="checkbox"/>	Ask for Days Off
<input type="checkbox"/>	Reschedule Meetings
<input type="checkbox"/>	Delegate Tasks to Teammates
<input type="checkbox"/>	Meet Deadlines
<input type="checkbox"/>	Reply to Emails
<input type="checkbox"/>	Confirm Accommodations
<input type="checkbox"/>	Print Necessary Documents
<input type="checkbox"/>	Other

THINGS TO DO AT HOME	
<input type="checkbox"/>	Check Appliances
<input type="checkbox"/>	Set the Surveillance Camera
<input type="checkbox"/>	Adjust Thermostat
<input type="checkbox"/>	Arrange Child Care
<input type="checkbox"/>	Arrange Pet Care
<input type="checkbox"/>	Close the Windows
<input type="checkbox"/>	Other

INFO FOR FAMILY / NEIGHBOURS / OTHERS	
<input type="checkbox"/>	Notify People

<input type="checkbox"/>	Give House Keys
<input type="checkbox"/>	Give Contact Info
<input type="checkbox"/>	Other

THINGS TO BRING

<input type="checkbox"/>	Passport / Visa
<input type="checkbox"/>	ID
<input type="checkbox"/>	Boarding Passes
<input type="checkbox"/>	Confirmation Receipts
<input type="checkbox"/>	Travel Insurance Documents
<input type="checkbox"/>	Money / Cards
<input type="checkbox"/>	Laptop
<input type="checkbox"/>	Camera
<input type="checkbox"/>	Chargers
<input type="checkbox"/>	Adapters / Converters
<input type="checkbox"/>	Toiletries
<input type="checkbox"/>	Medications
<input type="checkbox"/>	Books
<input type="checkbox"/>	Other

CLOTHING

<input type="checkbox"/>	Tops
<input type="checkbox"/>	Bottoms
<input type="checkbox"/>	Skirts
<input type="checkbox"/>	Dresses

<input type="checkbox"/>	Formal Attire
<input type="checkbox"/>	Sweaters
<input type="checkbox"/>	Outwear
<input type="checkbox"/>	Underwear
<input type="checkbox"/>	Socks
<input type="checkbox"/>	Shoes
<input type="checkbox"/>	Other