

# Planning Sheet by Category

Use these sheets to plan transportation, accommodations, activities and meals / snacks, along with the budget. Write plans for each section and include the estimated cost.

For a digital version that is interactive, customizable, and calculates totals, please enroll in the Travel Planning Basics course and access the Resources Toolkit. The course also provides video lessons that guide you in selecting travel plans and how to best complete the planning worksheet.

## TRANSPORTATION

Day of Week	Date	Description	Estimated Cost

Total Budget for Transportation: \_\_\_\_\_



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## ACCOMMODATIONS

Day of Week	Date	Description	Estimated Cost

Total Budget for Accommodations: \_\_\_\_\_



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## ACTIVITIES

Day of Week	Date	Description	Estimated Cost

Total Budget for Activities: \_\_\_\_\_



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## MEALS & SNACKS

Day of Week	Date	Description	Estimated Cost

Total Budget for Meals & Snacks: \_\_\_\_\_



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## MISCELLANEOUS / OTHER

Day of Week	Date	Description	Estimated Cost

Total Budget for Miscellaneous / Other: \_\_\_\_\_



# Total Budget by Category

Use this sheet to track your budget. As you spend money in this category, write a quick description, the estimated cost (budget), the actual amount spent, and a balance (from subtracting the actual from the budget). This helps you see where you're at with your budget and if you need to make adjustments to stay within your budget.

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## TRANSPORTATION

Description	Budget	Actual	Balance

Total Budget for Transportation: \_\_\_\_\_

# Total Budget by Category

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## ACCOMMODATIONS

Description	Budget	Actual	Balance

Total Budget for Accommodations: \_\_\_\_\_

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## ACTIVITIES

Description	Budget	Actual	Balance

Total Budget for Activities: \_\_\_\_\_



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## MEALS & SNACKS

Description	Budget	Actual	Balance

Total Budget for Meals & Snacks: \_\_\_\_\_

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## MISCELLANEOUS / OTHER

Description	Budget	Actual	Balance

Total Budget for Miscellaneous / Other: \_\_\_\_\_