

Planning Sheet by Day

Use this sheet 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.

Print multiple copies of this page – one for every day.

Day: _____

Estimated Cost

Transportation: _____

Breakfast: _____

Lunch: _____

Dinner: _____

Snacks: _____

Accommodations: _____

Activities: _____

Other/Misc: _____

Total Budget for Day: _____



Total Budget by Day

Use this sheet to track your daily budget. As you spend money during the day, 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 at the end of each day and if you need to make adjustments to stay within your overall budget. **Print a copy or two for each day of your trip.**

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Day: _____

Description	Budget	Actual	Balance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Budget for Day: _____