Travel Planning Checklist
Full detail: https://gatherandgotravel.com/travel-planning-checklist

Define Your Trip

☐ **Step 1: Decide Your Destination (7 Questions)**
☐ How long do you have to travel?
☐ What do you want to do?
☐ Why to go?
☐ How to get there?
☐ When is the best time to go?
☐ What do you want to pay?
☐ Is it safe?
☐ What do you want to do?

☐ **Step 2: International Travel: Understand Visa & Vaccination Requirements & Travel Restrictions/Warnings**
☐ Ensure you have an up-to-date passport & learn about visa requirements.
☐ Review travel advisories, security alerts, and vaccination & other health requirements.
☐ If traveling to Europe, know about/apply for EITAS, a coming-soon travel permit requirement.
☐ US travelers, Enroll in STEP (Smart Traveler Enrollment Program) with US State Department.

☐ **Step 3: On Budgeting, Know What You Can Spend**
☐ Determine your trip budget. Use a budget calculator or create your own to include top expenses.

☐ **Step 4: Set a High-Level Itinerary**
☐ Figure out if you will stay in one place or move around, making multiple stops.

Determine Transport, Lodging & Activities

☐ **Step 5: Getting There, Find/Buy the Best Deals on Airfare**
☐ Compare prices across multiple airlines.
☐ Consider redeeming frequent flier/reward miles.
☐ Use tools like Google Explore, Google price tracker, etc.

☐ **Step 6: Getting Around, Rental Cars & Local Transportation Options**
☐ Plan for how to get around your planned destination.
☐ Familiarize yourself with local transportation options.
☐ Get rental car tips & gather resources.
☐ Learn the (local) rules of the road.
☐ Consider pre-booking an airport pickup & ask for advice on arrival.
☐ Know safe walking routes.
☐ Compare prices across multiple airlines.

☐ **Step 7: Choose Where to Stay**
☐ Reference Google Hotels "Where to Stay" button, for neighborhood recommendations.
☐ Run AI/online searches on best lodging options.
☐ Get more guidance for how to reliable book top lodging in your budget from this how-to article.

☐ **Step 8: Decide, Save & Book the Things You Want to Do**
☐ Search for things to do online.
☐ Save your favorites. Consider using Google Maps custom lists for easy access.
☐ Check out the guided activity and tour options.
☐ Ask friends, family, & locals for recommendations.

☐ **Step 9: Focus on Food, Reserve Restaurants & Learn About Local Dishes**
☐ Research & make restaurant reservations.
☐ Learn about the food before you go in blog posts, articles, and books.

Tackle Travel Admin Tasks

☐ **Step 10: Create, Finalize & Share a Detailed Trip Itinerary**
☐ Use an app like TripIt or create your own detailed trip itinerary.
☐ Share your your final trip itinerary with family or friends.

☐ **Step 11: Plan for Emergencies & Unexpected Situations**
☐ Conduct practical safety prep, know local emergency #s & facilities.
☐ Buy travel insurance.
☐ Know what to do in case of theft (e.g., phone, wallet, passport loss).

☐ **Step 12: Pack & Prep Your Home Before Your Trip**
☐ Make a packing list, or borrow a free universal list one like this.
☐ Itemize the prep you need to do for your trip & to close your house.
☐ Plan for how to get around your planned destination.

☐ **Step 13: Make Your Finances Accessible on Domestic & International Trips**
☐ All trips: get fee-free cash from your local ATM before you go.
☐ All trips: download/update mobile payment apps, like Apple Pay, Venmo/Zelle.
☐ Int'l: ID which low/zero foreign transaction fee credit card to use, transact in local currency.
☐ Int'l: know currency exchange rate, download exchange app for quick conversions.
☐ Int'l: plan how to get cash in the local currency—ATM upon arrival or buy from bank before you go.
☐ Int'l: make copies of all credit and banking cards, share with a trusted family/friend.
☐ Int'l: have a plan to keep valuables safe with secure bags & preventative measures.
☐ Int'l: ensure ample funds into your checking/ATM accounts for emergencies & bills.

☐ **Step 14: Stay Connected While You Travel (International Travel)**
☐ Set how you plan to stay connected —via Wifi, int'l plans from mobile carrier, or eSIM tech.