

HOW TO CREATE A TRAVEL ITINERARY

- 1 Choose a timeframe. Set a budget.**

Two important factors will determine where and when you can travel: time and money. If you have a certain number of vacation days or a smaller budget, you'll want to plan your trip accordingly.
- 2 Select your vacation spot.**

Choose a place with the types of activities that you enjoy. The activities you want to do will help determine where you should go. Your vacation spot is the starting place for your travel itinerary.
- 3 Book your flights, transportation and lodging.**

Once you have chosen your destination, it's time to make travel arrangements. Will you be driving or flying? And are you staying in a hotel or an Airbnb?

Don't forget! If you aren't bringing your pet with you, you'll also need to find them lodging.
- 4 Research the sights and activities.**

Search for unique experiences at your destination. Involve every member of the family who is traveling with you to get their ideas. When you have your list compiled, rank your "must visit" spots and "must do" activities.
- 5 Map it out.**

Map out the location for each of your activities. Mark the place where you're staying. Then, divide the map into sections. This will give you a guideline for grouping activities and help you time out your days.
- 6 Build the Itinerary.**

List each day that you'll be traveling. Determine how much time you will spend at each spot. Don't forget to consider hours open, downtime between each activity, meals and rest time. If you're traveling with a toddler or your pet, for example, you'll need to be flexible.
- 7 Book your tickets and excursions.**

Booking ahead will often save time but if you're unsure that you'll get to a certain activity that day, you can always make the purchase onsite.
- 8 Remember that less is more.**

Your vacation should be relaxing, not stressful. Leave several hours free each day for interesting sidetracks or unexpected opportunities. You may find recommendations from a local that could be the highlight of your trip.
- 9 Plan for the unexpected.**

If anything unexpected happens, don't get down and frustrated. Think ahead and have a "Plan B" in place when you are creating your itinerary. An alternate inside activity could help in inclement weather, carry a book in case you don't have Wi-Fi, etc.
- 10 Travel safely.**

Make copies of your important documents from passport to driver's license. Share your itinerary with a trusted family member or friend. If you're traveling abroad, register with the Smart Traveler Enrollment Program. This will allow you to receive important information from the U.S. Embassy about the country you're visiting.
- 11 Lastly, consider adding travel insurance.**

Travel insurance provides a safety net in case your trip is cancelled. Check to see if you need specific coverage. For example, you will want a tourist auto policy if you're driving to Mexico and a recreational vehicle policy if you're traveling in an RV.



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