

PERSONAL TRIP PLANNER



*Print a copy of this form and take a copy of it with you on your trip.
Also leave a copy at home with a friend or relative, including copies of drivers licence, passport and main travel documents*

Personal Information

Full name	
Nickname	
Home address	
Home phone	
Mobile phone	
Home e-mail address	
Birthday (DD/MM/YYYY)	
Medicare Number	
Passport number	
Driver's licence number	

Business Information

Company	
Business address	
Job title	
Business phone	
Business fax	
Business e-mail address	
Manager's name and phone	
Assistant's name and phone	

Emergency and Medical Information

In case of emergency, contact	
Emergency contact's address	
Emergency contact's phone	
Doctor's name	
Doctor's phone	
Doctor's address	
Medical insurer and policy number (if applicable)	
Blood type	
Known medical conditions	
Known allergies	
Current medications	

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Airline Information

	Flight #1	Flight #2	Flight #3	Flight #4
Date				
Airline				
Airline phone number				
Flight number				
Departure city				
Departure time				
Destination city				
Arrival time				

Car Rental Information

Pick-up date	
Company	
Company phone number	
Confirmation number	
Quoted rental rate	
Pick-up location	
Drop-off location	
Drop-off date	

Hotel Itinerary

Dates of stay	Hotel	City, Country	Reservation confirmation number	Phone number

Cash Passport Card / Credit Card Numbers

Credit card type	Issuing bank	Credit card number	Emergency Phone number
Cash Passport No	Value	Currency	Travelex No to call

