

THE ULTIMATE TRAVEL PLANNING SPREADSHEET

You're about to embark on your next adventure - hooray!

We've created this travel planning spreadsheet to help you plan, prepare and pack.

This spreadsheet is divided into 6 sections:

- 1: Summary
- 2: Planning
- 3: Budget
- 4: Itinerary
- 5: Packing
- 6: Checklist

The Travel Quandary

HOLIDAY SUMMARY



DEPARTURE FLIGHT

Airline	Booking Referenc	Date	Flight Number	Departure Airpor	Departure Termir	Departure Time	Arrival Airport	Arrival Terminal	Arrival Time
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CAR RENTAL

Company	Booking Referenc	Pickup Date	Pickup Time	Pickup Location	Return Date	Return Time	Return Location	Driver	Extras	Required at Pickup
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ACCOMMODATION

Location	Name	Check-In Date	Check-Out Date	Address	Booking Reference
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RESERVATIONS & TICKETS

Location	Name	Date	Time	Address	Booking Reference
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RETURN FLIGHT

Airline	Booking Referenc	Date	Flight Number	Departing	Departure Termir	Departure Time	Arriving	Arrival Terminal	Arrival Time
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TRAVEL PLANNER



FLIGHTS

Date	Departing	Arriving	Airline	Flight Number	Departure Time	Arrival Time	Connections	Luggage		Price	Notes
4/3/22	LaGuardia Airport	Rio de Janeiro	United	6112	15:30	09:35	Huston Layover (1hr 21min, United 129)				
14/3/22	Galeao - Antonio Carlos Jobim Intl. (GIG)	John F. Kennedy Intl. (JFK)	Copa	827	01:35	13:47	Panama City Layover (48min, Copa 809)			\$2,893.48	



ACCOMMODATION

[Comparitive Rates](#)

Location	Name	Check-In Date	Check-Out Date						Price	Notes
Copacabana	Fairmount Rio de Janerio	5/3/22	13/3/22						\$2,548.00	8 Nights
Barra da Tijuca	Hilton Barra Rio de Janerio	5/3/22	13/3/22						\$907.00	
Copacabana	Hotel Diplomata	5/3/22	13/3/22						\$575.00	



TOURS

Location	Name	Date							Price	Notes
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Rio de Janeiro	Full Day in Rio - Corcovado, Sugar Loaf & City Tour with BBQ	6/3/22	<p>Guided full-day city tour of Rio de Janeiro via air-conditioned van</p> <p>Admission fees</p> <p>Cable car ticket to Sugarloaf Mountain</p> <p>Barbecue buffet lunch at a local steakhouse</p> <p>Roundtrip transportation available from West Zone and South Zone hotels</p> <p>Live tour commentary in English, Spanish & Portuguese</p>	<p>Visit the best of Rio in a single day: Christ the Redeemer by Train, Sugarloaf Mountain, Selarón Steps, Maracanã Stadium, Sambadrome, and Metropolitan Cathedral, and lunch at Brazilian steakhouse. Includes roundtrip transportation.</p> <p>Get picked up from your Rio hotel and drive up to the Christ the Redeemer statue on top of Corcovado Mountain. The drive is short and beautiful, traveling through the Tijuca Forest before opening up to incredible views of the entire city.</p> <p>Once you're back at sea level, drive past the legendary Maracanã soccer stadium and head to Sambódromo, the location of Rio's exciting Carnival. Pay a visit to the distinctive Metropolitan Cathedral, a modern structure that takes influence from Mayan pyramids. Check out the brightly colored tiles of the world-famous Selarón Steps, one of Rio's most distinctive landmarks. Then head to a local steakhouse to sit down to a delicious barbecue lunch.</p> <p>After lunch, make a final trip to Sugarloaf Mountain, located in the Urca neighborhood. Ride a series of 2 cable cars en route to the summit, first arriving at Urca Hill, and then continuing to the top of Sugarloaf, reaching a height of 1,295 feet (395 m).</p> <p>Conclude the tour with an exquisitely beautiful panorama of Rio de Janeiro.</p>	<p>\$293.78 (For pickup from Barra da Tijuca)</p> <p>\$333.72 (For pickup from Copacabana)</p> <p>Start Time : 08:30 AM</p>	Price for 2 Adults and 2 Children
Enjoy a day at the hotel with family, some shopping at nearby stores, etc.						
Angra dos Reis	Angra dos Reis Full-Day from Rio with Boat Ride & Lunch	8/3/22	<p>Guided tour to Angra dos Reis & Ilha Grande.</p> <p>Boat tour through the islands of Angra dos Reis & Ilha Grande.</p> <p>Lunch</p> <p>Roundtrip transportation to and from most hotels.</p> <p>Live tour commentary provided in Portuguese, Spanish, English.</p>	<p>The tour starts with hotel pickup in Rio de Janeiro. Our bus takes you to the islands of Angra dos Reis and Ilha Grande. Angra means 'small bay' and it is part of a grand complex of bays and hundreds of islands.</p> <p>Admire the blue water and the green colors of the Atlantic rain forest. Enjoy the boat ride to the islands and explore the beaches, the white sand, swim and take beautiful pictures.</p> <p>Stop for lunch during the tour.</p> <p>After the boat trip, return to the bus to go back to Rio.</p>	<p>\$144 (Pickups only from Rio)</p> <p>Start Time : 07:00 AM</p>	
Enjoy a day at the hotel with family, local site seeing, etc.						

Multiple locations visited	Olympic Boulevard, Museum of Tomorrow and Historical Rio	10/3/22	<p>Guided half-day walking tour in Downtown Rio de Janeiro</p> <p>Tickets to the Museum of Tomorrow</p> <p>Professional guide with live tour commentary in English, Spanish & Portuguese</p> <p>Hotel pickup and drop-off from hotels in Copacabana, Ipanema, Leblon and Leme</p> <p>Comfortable air-conditioned van with maximum capacity of 19 passengers</p> <p>All taxes, fees and handling charges</p>	<p>Discover the best of Rio's past & future. Visit the Museum of Tomorrow, Olympic Boulevard, Valongo Wharf, Confeitaria Colombo, and more.</p> <p>Walk along Rio's Downtown area to learn more about Brazil's history and the city's post-olympic legacy. Visit the Valongo Wharf, the Olympic Boulevard (new harbor area) with the Kobra Mural and the Museum of Tomorrow, the Monastery of Saint Benedict, the Olympic Cauldron, Praça XV, and the Confeitaria Colombo(closed on Sundays).</p> <p>Start at the Valongo Wharf - the latest Unesco World Heritage site in the city – and learn more about the African influence in Brazil.</p> <p>Then head to the Kobra Mural – one of the largest graffiti walls in the world – created by Eduardo Kobra. Walk along the Olympic Boulevard towards the Museum of Tomorrow and admire its remarkable architecture. You will enter the most visited museum in Brazil!</p> <p>Travel to the past in the Monastery of Saint Benedict, where you will admire the golden ornaments, a heritage from the Baroque period.</p> <p>See Rio 2016 Olympic Cauldron and notice the reflective-kinetic-sphered-structure as a reminder of the Games.</p> <p>At the Praça XV, you will see one of the former headquarters of the Brazilian empire and learn more about important facts of Brazilian history that happened in the area.</p> <p>Finish at Confeitaria Colombo, a “must-see café” in all rankings around the world, decorated in art nouveau style.</p>	<p>\$178.08</p> <p>Start Time: 09:00 AM</p>	<p>Roundtrip transportation is available from South Zone (Copacabana, Ipanema, Leblon, Leme & São Conrado) hotels. Passengers lodged in Hostels & B&B will be informed of nearest hotel for pickup.</p>
	AquaRio Aquarium Guided Tour	11/3/22		<p>We invite you to visit AquaRio, the largest aquarium in Latin America. Located in the Zona Portuária (Port Zone), the aquarium occupies a former cold-storage warehouse in an area that spreads over four floors and a basement. It is home to 8,000 animals of 350 different species, including sharks, sting rays and fish. Part of the proceeds of the AquaRio goes to research programs in Brazil focused on marine biology, environmental issues and sustainability. This is a memorable experience for the entire family! Roundtrip transfer, tour guide and tickets to the AquaRio included.</p>	<p>\$252 (Pickup from Barra da Tijuca)</p> <p>\$222 (Pickup from Copacabana)</p> <p>Start Time:09:00AM & 02:00PM</p>	<p>Time Slot to be selected during booking.</p> <p>Trip duration :4hrs</p>

Barra da Tijuca	Tijuca National Park Rainforest Jeep Adventure with Hike	12/3/22	<p>Scenic open-top jeep tour of the Tijuca Rainforest Exploration of the largest urban rainforest in the world Explore the Tijuca National Park 20- to 30-minute hike on a well-maintained trail Observing plantlife, animals, birds & butterflies</p>	<p>Just a few steps from the streets of Rio lies the thriving oasis of Tijuca, the world's largest urban rainforest. Contained within the city limits, this lush jungle is home to hundreds of species of plants and wildlife. Explore this natural paradise in an open-top jeep and admire the contrast between the stone jungle of Rio and the lush green backdrop of Tijuca.</p> <p>Feel the refreshing spray of the Monkey's and Taunay waterfalls, pausing to take in impressive views of Rio and its surroundings at Vista Chinesa. No visit to the rainforest would be complete without actually hiking the trails under the canopy and interacting with the remarkable ecosystem. Enjoy an approximately 20- to 30- minute hike along a well-maintained trail and observe the plants, animals, butterflies, and birds of the rainforest.</p>	<p>\$230.96 (Pickup from Copacabana) \$265.96 (Pickup from Barra da Tijuca) Start Time: 08:00 AM</p>	<p>Trip duration : 4hrs</p>
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HOLIDAY BUDGET

Summary	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12	DAY 13	DAY 14	DAY 15	DAY 16	TOTAL	
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
PRE DEPARTURE																			
Travel Insurance																			\$0.00
Car Rental Insurance																			\$0.00
Visas																			\$0.00
Shopping																			\$0.00
TOTAL	\$0.00																		\$0.00
TRANSPORT																			
Flights																			\$0.00
Buses																			\$0.00
Car Rental																			\$0.00
Petrol																			\$0.00
Trains																			\$0.00
Public Transport																			\$0.00
Taxis / Uber																			\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ACCOMMODATION																			
Hotel																			\$0.00
Transfers																			\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SIGHTSEEING																			
Tours																			\$0.00
Tickets																			\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FOOD & DRINK																			
Breakfast																			\$0.00
Lunch																			\$0.00
Dinner																			\$0.00
Additional																			\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXTRAS																			
Shopping																			\$0.00
Laundry																			\$0.00
Other																			\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

CURRENCY CONVERTER

Base	Foreign	Exchange Rate
AUD	USD	add rate (ie 0.65)
100	#VALUE!	

Foreign	Base	Exchange Rate
USD	AUD	add rate (ie 1.62)
100	#VALUE!	

- Manually add the exchange rate to convert the amounts

HOLIDAY ITINERARY

Enter Start Date: 4/3/2 Friday, 4 Mar

	Mar-4 FRIDAY	Mar-5 SATURDAY	Mar-6 SUNDAY	Mar-7 MONDAY	Mar-8 TUESDAY	Mar-9 WEDNESDAY	Mar-10 THURSDAY	Mar-11 FRIDAY	Mar-12 SATURDAY	Mar-13 SUNDAY	Mar-14 MONDAY	Mar-15 TUESDAY	Mar-16 WEDNESDAY	Mar-17 THURSDAY	Mar-18 FRIDAY	Mar-19 SATURDAY
6:00 am																
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8:00 pm																
8:20 pm																
9:00 pm																
9:30 pm																

Arrival @ Rio De Jenario 9:35 AM

Depart for LaGuardia Airport - **Bon Voyage!!**

United 6112 - Depart @ LaGuardia (LGA) 3:30PM

Arrival @ Huston (Layover of 1hr 21 min)

United 129 - Depart to Rio De Jenario

HOLIDAY ITINERARY

Enter Start Date: 4/3/2 Friday, 4 Mar

	Mar-4 FRIDAY	Mar-5 SATURDAY	Mar-6 SUNDAY	Mar-7 MONDAY	Mar-8 TUESDAY	Mar-9 WEDNESDAY	Mar-10 THURSDAY	Mar-11 FRIDAY	Mar-12 SATURDAY	Mar-13 SUNDAY	Mar-14 MONDAY	Mar-15 TUESDAY	Mar-16 WEDNESDAY	Mar-17 THURSDAY	Mar-18 FRIDAY	Mar-19 SATURDAY
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10:00 pm
10:30 pm
11:00 pm

WEATHER

Temperature
Conditions
Sunrise
Sunset

ACCOMMODATION

Name
Address

TO DO

ACTUAL SPENDING

- Transport
- Breakfast
- Lunch
- Dinner
- Sightseeing
- Extras

TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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NOTES

PACKING LIST

HER

Underwear & Sock Qty	Packed
Underwear	
Socks (dress)	
Socks (sport)	
Socks (wool)	
Thermals	
Bras	
Sports Bra	
Tights	

Tops	Qty	Packed
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Tank Top		
T-shirt		
Long Sleeve Shirt		
L/S Sleeve Tee		
Thin Jumper		
Wool Jumper		
Rain Coat/Jacket		
Down Jacket		

Bottoms	Qty	Packed
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Skirt		
Shorts		
Jeans		
Linen Pants		

Shoes	Qty	Packed
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Heels		
Casual		
Thongs		
Sandals		

Dresses	Qty	Packed
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Dresses		
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HIKING

Gear	Qty	Packed
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Wicking S/S Shirt		
Wicking L/S Shirt		
Hiking Boots		
Tights		
Beanie		

HIM

Underwear & Sock Qty	Packed
Underwear	
Socks (dress)	
Socks (sport)	
Socks (wool)	
Thermals	

Tops	Qty	Packed
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T-shirt		
Dress Shirt		
L/S Flannel Shirt		
Thin Jumper		
Wool Jumper		
Rain Coat		

Bottoms	Qty	Packed
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Jeans		
Dress Pants		
Shorts		
Hiking		

Shoes	Qty	Packed
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Dress		
Casual		
Thongs		
Boat		

BEACH

Gear	Qty	Packed
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Water Shoes		
Towel		
Swimwear		
Snorkel		

ADDITIONAL ITEMS

Toiletries	Qty	Packed
Asthma Puffer		
Baby wipes		
Contact Lenses		
Contraception		
Deodorant		
Hand Sanitizer		
Insect Repellent		
Lip Balm		
Moisturizer		
Paracetamol		
Razors		
Resealable Plastic Bags		
Sanitary Items		
Shampoo		
Soap		
Sunscreen		
Tissues		
Toothbrush		
Toothpaste		
Tweezers		
Washing Cord		

Technology	Qty	Packed
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Batteries		
Camera		
Camera Bag		
Camera Charger		
Drone		
GoPro		
Hard Drive		
Headphones		
Kindle		
Laptop		
Laptop Charger		
Large backpack		
Microphone		
Phone		
Travel Adaptor		
Phone Charger		
Portable Charger		
Tripod		

First Aid Kit	Qty	Packed
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Accessories	Qty	Packed
Coffee Cups		
Dry bags		
Ear Plugs		
Eye Mask		
Filter Water Bottles		
Glasses		
Locks		
Money Belts		
Scarf		
Sleeping Bag Liners		
Sleeping Bags		
Sunglasses		
Torch		
Towel		
Waterproof phone cover		

SHOPPING LIST

Item	Qty
------	-----

Gloves

SNOW

Gear	Qty	Packed
Skis		
Snowboard		
Boots		
Outerwear		
Gloves		
Helmet		

EXERCISE

Gear	Qty	Packed
Running Shoes		
Exercise Shorts		
Exercise Top		
Sports Socks		
Sweatband		

PRE-HOLIDAY CHECKLIST

WHEN YOU BOOK

Check passport validity

Check & apply for visas

Check & book vaccinations

Buy Travel Insurance

Submit annual leave request

Purchase guidebook

Start planning travel itinerary

Purchase essential gear

- do you need a suitcase?

- do you need a sleeping bag?

- **do you need hiking boots?**

ONE WEEK BEFORE

Collate all trip documentation

Send itinerary to family/friends

Register trip with government website

Purchase foreign currency

Inform bank (if going overseas)

Review roaming charges (if going overseas)

Book airport parking

Do laundry

Write packing list

Pre-book restaurants

Book activities

Learn some basic phrases

THE DAY BEFORE

Take out bins

Water plants

Turn off appliances (unused)

Lock windows

Review itinerary for;

- **departure time**

- journey times

Check-in for flights

Print boarding pass

Pack your bags

Turn on out of office auto-responder on email

DEPARTURE DAY

Do you have your ... ?

- passport

- **wallet**

- phone & chargers

- toiletries

- medication

- camera

- **sunglasses**

- headphones

- foreign currency

- entertainment (book, movie or music)

- jewellery

- snacks

- water bottle

Lock all doors

Turn on alarms