

Clipboard

Font

Alignment

Number

Styles

Cells

Editing

Add-ins

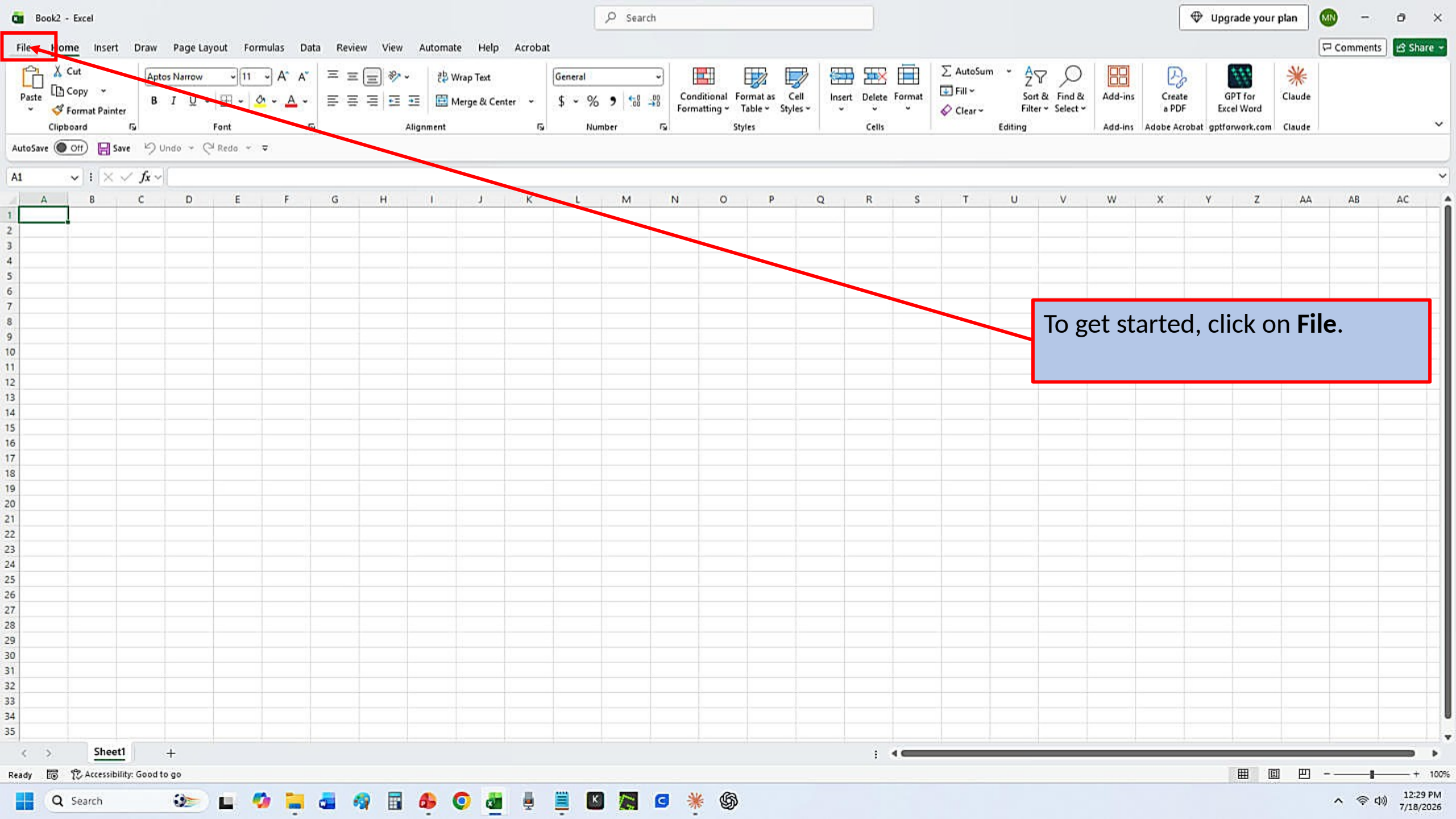
Analyze Data

Adobe Acrobat

AutoSave Off Save Add-ins Undo Redo

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Hello, and welcome to Mark's Excel Tips. Today, I'll show you how to find and use a Trip Planner Template in Excel 365. Let's get started.



To get started, click on **File**.



Home

New

Open

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PDF link

Export

Close

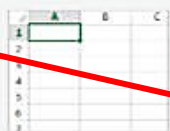
Account

Options

Good afternoon

New

More templates →



Blank workbook



Trip planner (worksheet)



Quickstart guide to Copilot i...



Food budget



Grocery checklist with space...



Monthly food budget



Project timeline with milesto...



Semi-monthly home budget

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[Recover unsaved workbooks](#)

Search for a file

On the left side of the screen,
click on **New**.



Search

12:29 PM
7/18/2026



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Save as Adobe
PDF

Print

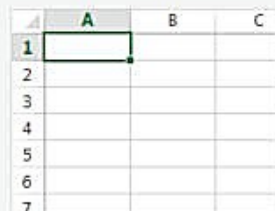
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Share as Adobe
PDF link

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New



Blank workbook



Trip planner (worksheet)



Quickstart guide to Copilo...



Food budget



Grocery checklist with spa...



Monthly food budget



Project timeline with miles...



Semi-monthly home bud...



Weekly meal planner and...

Search for online templates



Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars



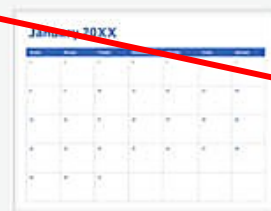
Welcome to Excel



Formula tutorial



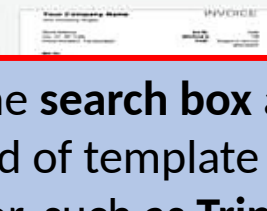
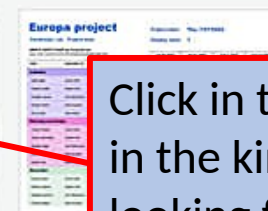
PivotTable tutorial



Any year custom calendar



Simple annual budget



Click in the **search box** and type in the kind of template you're looking for, such as **Trip Planner**.

Account

Options



Search

12:30 PM
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Save as Adobe
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PDF link

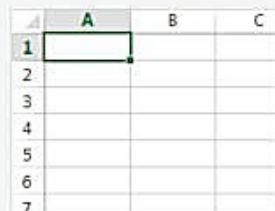
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Blank workbook



Trip planner (worksheet)



Quickstart guide to Copi...



Food budget



Grocery checklist with spa...



Monthly food budget



Project timeline with miles...



Semi-monthly home bud...

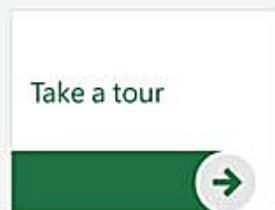


Weekly meal planner and...

Trip Planner



Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars



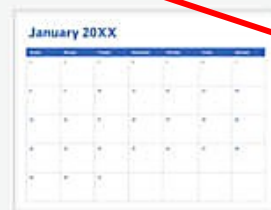
Welcome to Excel



Formula tutorial



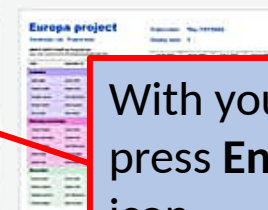
PivotTable tutorial



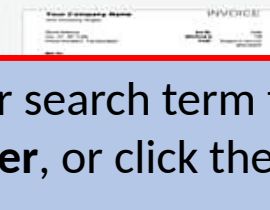
Any year custom calendar



Simple annual budget



Europe project



Invoice



Budget Overview



Microsoft Edge



Personal Budget



September 20XX



Personal monthly budget



Invoice



Personal monthly budget

With your search term typed in, press **Enter**, or click the search icon.



Search

12:30 PM
7/18/2026



Home

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Info

Save

Save As

Save as Adobe
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Print

Share

Share as Adobe
PDF link

Export

Close

Account

Options

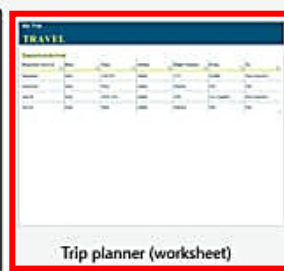
New

← Back

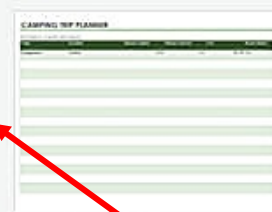
Trip Planner



Group trip planner



Trip planner (worksheet)



Camping trip planner



Quickstart guide to Copilo...



Family travel itinerary



Vacation budget planner

Excel will show you several trip planner templates. Let's click on **Trip planner (worksheet)**.

New

[← Back](#)

Trip Planner



Group trip planner

Destination	Travel	Cost
Paris	10/15/24	\$1,200
London	10/22/24	\$1,500
Amsterdam	10/29/24	\$1,300
Brussels	11/05/24	\$1,400
Antwerp	11/12/24	\$1,200

Group trip planner

Trip planner

Destination	Travel	Cost
Paris	10/15/24	\$1,200
London	10/22/24	\$1,500
Amsterdam	10/29/24	\$1,300
Brussels	11/05/24	\$1,400
Antwerp	11/12/24	\$1,200

Trip planner

Camping trip planner

Destination	Travel	Cost
Paris	10/15/24	\$1,200
London	10/22/24	\$1,500
Amsterdam	10/29/24	\$1,300
Brussels	11/05/24	\$1,400
Antwerp	11/12/24	\$1,200

Copilot in Excel

Destination	Travel	Cost
Paris	10/15/24	\$1,200
London	10/22/24	\$1,500
Amsterdam	10/29/24	\$1,300
Brussels	11/05/24	\$1,400
Antwerp	11/12/24	\$1,200

Vacation budget planner

Destination	Travel	Cost
Paris	10/15/24	\$1,200
London	10/22/24	\$1,500
Amsterdam	10/29/24	\$1,300
Brussels	11/05/24	\$1,400
Antwerp	11/12/24	\$1,200

Vacation budget planner

Destination	Travel	Cost
Paris	10/15/24	\$1,200
London	10/22/24	\$1,500
Amsterdam	10/29/24	\$1,300
Brussels	11/05/24	\$1,400
Antwerp	11/12/24	\$1,200

Vacation budget planner

My Trip

TRAVEL

Departure/Arrival	Date	Time	Airline	Flight Number	From	To
Departure	10/15/24	10:00 PM	Delta	1234	Atlanta	San Francisco
Departure	10/22/24	10:00 AM	Delta	1234	San Francisco	Chicago
Arrival	10/29/24	10:00 AM	Delta	1234	San Francisco	San Francisco
Arrival	11/05/24	10:00 AM	Delta	1234	San Francisco	San Francisco

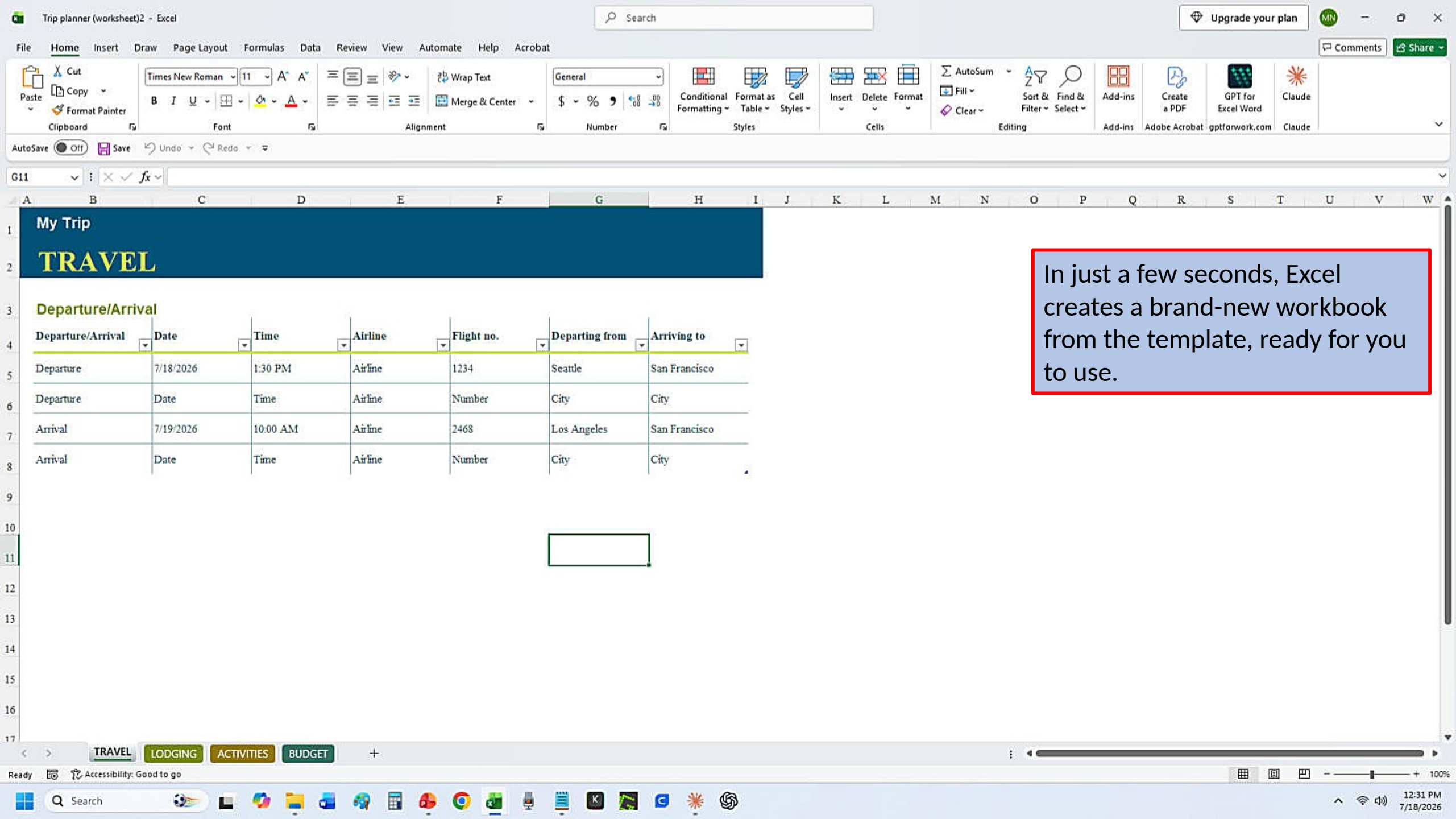
Trip planner (worksheet)

Provided by: Microsoft Corporation

Keep your itinerary, travel planning, and trip budget all easily organized in one place with this accessible trip planner template. Utilize this traveling planner template to organize and plan the perfect vacation. Organize your travel dates, flight times, airline information, and more with this easy-to-use trip planning template.



A window opens telling you about the template. When you're ready, click **Create**.



In just a few seconds, Excel creates a brand-new workbook from the template, ready for you to use.

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TRAVEL

Departure/Arrival

Departure/Arrival	Date	Time	Airline	Flight no.	Departing from	Arriving to
Departure	7/18/2026	1:30 PM	Airline	1234	Seattle	San Francisco
Departure	Date	Time	Airline	Number	City	City
Arrival	7/19/2026	10:00 AM	Airline	2468	Los Angeles	San Francisco
Arrival	Date	Time	Airline	Number	City	City

Notice the tabs at the bottom:
Travel, Lodging, Activities, and Budget. Let's take a quick look at each one.



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TRAVEL

Departure/Arrival

Departure/Arrival	Date	Time	Airline	Flight no.	Departing from	Arriving to
Departure	7/18/2026	1:30 PM	Airline	1234	Seattle	San Francisco
Departure	Date	Time	Airline	Number	City	City
Arrival	7/19/2026	10:00 AM	Airline	2468	Los Angeles	San Francisco
Arrival	Date	Time	Airline	Number	City	City

The **Travel** tab is where you log your flight or transportation details: dates, times, airlines, and departure/arrival cities.

TRAVEL

LODGING

ACTIVITIES

BUDGET

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobat

Paste

CutCopy

Format Painter

Clipboard

Times New Roman

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Clear

Editing

Sort & Filter

Find & Select

Add-ins

Adobe Acrobat

GPT for Excel Word

Claude

CommentsShare

Upgrade your plan

AutoSave

Save

Undo

Redo

G11

fx

My Trip

LODGING

Hotel Name

Check-in	Address	Phone	Check-out	Confirmation
7/29/2026	1234 Main St	(123) 456-7890	8/1/2026	CJ1234
Date	Address	Phone	Date	Number

TRAVEL

LODGING

ACTIVITIES

BUDGET

The **Lodging** tab keeps track of where you're staying: hotel name, address, phone number, and check-in/check-out dates.

Ready

Accessibility: Good to go

100%

Search

12:32 PM 7/18/2026

Trip planner (worksheet)2 - Excel

Search

Upgrade your plan

Comments

Share

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobat

CutCopyFormat Painter

Paste

Clipboard

Times New Roman11

Font

Alignment

General

Number

Conditional Formatting

Format as Table

Cell Styles

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AutoSum

Fill

Clear

Editing

Sort & Filter

Find & Select

Add-ins

Adobe Acrobat

GPT for Excel Word

Claude

AutoSaveOffSaveUndoRedo

F11

fx

My Trip

ACTIVITIES

List

Activity	Date	Time	Location	Contact
City tour	7/29/2026	1:00 PM	1234 Main St	(123) 456-7890
Activity name	Date	Time	Address	Phone

TRAVEL

LODGING

ACTIVITIES

BUDGET

The **Activities** tab lets you plan out things to do on your trip, along with the date, time, and location for each one.

Ready

Accessibility: Good to go

100%

12:32 PM 7/18/2026

Upgrade your plan

Comments

Share

File

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Automate

Help

Acrobat

Paste

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Format Painter

Clipboard

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Conditional Formatting

Conditional Formatting

Format as Table

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GPT for Excel Word

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6

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8

9

10

11

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16

17

My Trip

BUDGET

Amount budgeted

\$500.00

% of budget spent

20%

Budget

Item	Description	Cost	Quantity	Amount
Category	Text	\$50.00	2	\$100.00
Category	Text			\$0.00
Total				\$100.00

TRAVEL

LODGING

ACTIVITIES

BUDGET

Ready

Accessibility: Good to go

100%

Search

12:32 PM

7/18/2026

The **Budget** tab tracks what you've budgeted versus what you've spent, with an itemized list of trip expenses.

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