Travel folders & offline pack

Keep the system small enough that you will actually use it. An airport counter is a poor place to discover what “final-final-v7” contains.

A folder structure to borrow

Folder	What goes inside
00-QUICK-ACCESS	Current entry permission, onward booking if needed, first address, insurance assistance.
01-ID-ENTRY	Passport copy, visas, official entry information and check date.
02-BOOKINGS	Transport, stays and activities in date order.
03-HEALTH-INSURANCE	Policy documents, prescriptions and relevant health records.
04-EMERGENCY	Contacts and recovery instructions, without passwords.
99-OLD-VERSIONS	Superseded files kept away from current approvals.

Name files consistently

Use YYYY-MM-DD_Country_Document when the date matters. Example: 2026-12-03_Japan_Hotel-confirmed.pdf. Add a clear expiry or version only when useful. You do not need a filing degree.

Make “offline” mean offline

- ☐ Download essential PDFs or images to the device.
- ☐ Open them in airplane mode, including map areas and addresses.
- ☐ Keep a separate recovery route if that device fails.
- ☐ Protect sensitive copies with device security and suitable encrypted storage.
- ☐ Keep account recovery codes separately and securely.

Before the next border or transfer

- ☐ Replace outdated bookings and approvals.
- ☐ Check current official entry requirements for my passport and route.
- ☐ Confirm accommodation contact details and insurance assistance.
- ☐ Charge devices and carry a usable cable.

My quick-access folder location

My separate backup and recovery route

Keep passwords, card security codes and full payment-card scans out of these folders.