

# **EASY READING BROCHURE**

## **Travel Plans**

**An information brochure for adults  
with low English literacy**



**EASY READING**



Vecova Centre for Disability Services and Research is a leading-edge, registered not-for-profit charitable research and service organization that has been building the capacity of persons with disabilities and enriching communities through leadership, innovation and collaboration since 1969. Affiliated with the University of Calgary we are recognized as a leader in the field of disability services and research.

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## What is an Easy Reading Brochure?

Plain language is a way of writing so that more people can understand the information. There are some things we do with plain language that you would not see out-side of plain language.

For example, words like understand and outside, used in the first paragraph, have a - in the middle. This helps to make a longer word that is made of more words, easier to read.

We also use things like square brackets and definitions:

### **Square Brackets**

[ ]

Some-times you will see square brackets, like these [ ], beside a word. The letters between the brackets are there to help people learn how to say the word.

### **Definition Box**

Some words you see will have a box around the word like "Definition Box" to the left. Beside each box, there will be a paragraph that has an line around it, like this one. This is to help people learn what the word means.

**In June 2012, Canadians  
took more than 1.9 million  
trips to the United States  
and took 807,000 trips  
outside of North America.**

- The Daily, Statistics Canada

**You will learn about:** .....

..... **1** **Making a Budget**

..... **2** **What You Need to do Before Your Trip?**

..... **3** **What to Take With You?**

..... **R** **Resources**



**In June 2012, more than  
1 million people from  
the United States travelled  
to Canada and 369,000 people  
from other countries travelled  
to Canada.**

- The Daily, Statistics Canada

## 1

## Making a Budget

There are many things you need to do before you travel.

One thing you need to do is make a budget [buj-it].



### Budget

When you plan how much money you need to buy something or to do something. When you budget, you make sure that you have the money when you need it.

When you travel, you need to think about all of the money you will need.

You need to think about:

- How you will get there
- Where you will stay
- Where you will eat
- What activities [ac-tiv-it-ees] you want to do
- How you will get around when you are there

You can talk to a travel agent to help you.

### Travel agent

A person who helps you find different options for your trip. They can also book your trip.

- ▶ You need to make sure you plan your trip
- ▶ When you make a plan, it will include things like how much money you need, where you will go, how you will get there, and other things



## **How Will You Get Where You Want to Go?**

There are 5 main ways you can travel to different places. A travel agent can help you find out how to get where you want to go on your trip.

### **1. Car**

If you have a car or the person you plan to travel with has a car, you can get to where you want to go by driving.

If you drive there, you can stop at different places, before you get where you want to go.

When you drive, you need to pay for gas.

### **2. Bus**

You can get to different places by bus.

The bus can cost less than other ways to travel.

There are some different bus lines you can use to travel to different places in Canada or the United States.

You should call them or go to their web-site to check if the bus goes where you want to go. You can also check how much it will cost.

There is a list of their info in the resources at the end of this brochure [bro-shur].

### **Info**

We will use info for information [in-for-may-shun]. Info is easier for some people to read.

### **3. Train**

You can also get to different places by train.

The train can cost more than other ways to travel.

There are some different train lines you can use to travel to different places in Canada and the United States.

You should call them or go to their web-site to check if the train goes where you want to go. You can also check how much it will cost.

There is a list of their info in the resources at the end of this brochure.

### **4. Plane**

You can get to different places by plane.

Planes are a faster way to get some-where. If you want to travel to a place that is far away you will probably have to fly there.

It can also cost more than other ways to travel.

There are some different air-lines you can use to travel to different places around the world.

You should call them or go to their web-site to check if you can get where you want to go. You can also check how much it will cost.

There is a list of their info in the resources at the end of this brochure.



## 5. Boat

You can travel to some places by boat.



If you do not live by the ocean, you might have to travel to the place the boat will leave from. This can cost more money.

There are some different cruise lines you can use to travel to different places around the world.

You should call them or go to their web-site to check if the cruise goes where you want to go. You can also check how much it will cost.

There is a list of their info in the resources at the end of this brochure.



## Where Will You Stay?

There are some different kinds of places you can stay when you travel. A travel agent can help you find a place to stay on your trip.

### 1. Hotel

There are many types of hotels.

Some cost more than others. You have to check different places to see how much they cost.

To find hotels in the place you are travelling to, you can go online and type in "hotels" and the name of the city that you are going to.

If you are going to Toronto, you can type in "hotels Toronto."

Hotels some-times have packages [pack-a-giz] where you can get break-fast with the price of your room.

Some hotels also have an all-inclusive [in-clue-sive] price.



### **All-inclusive**

You get break-fast, lunch, and supper with the price you pay each day you stay there.



## 2. Condo

If you choose to stay in a condo it is like renting an apartment for your vacation.

It is like a hotel but a condo has a kitchen.

In a condo you can cook your own food. This can cost less than eating in a restaurant every day.

## 3. Bed and Break-fast

A bed and break-fast is smaller than hotels or condos. They are usually in a house with only 1 or 2 rooms.

As part of the cost, you get break-fast every morning.

Many owners [oh-ners] are the people who run the bed and break-fast.

The owners can tell you what activities you can do if you do not know what activities there are to do. They can also help you choose what activities to do if you can not choose.



## Where Will You Eat?

Where you eat may depend on where you stay.

If you have a kitchen where you stay, you can cook your own meals.

You might have a hotel package that includes meals.

If you do not have a place to eat, you will have to eat in restaurants [rest-or-on-ts]. This can cost you a lot of money. You have to make sure that you think about how much money you need each day to eat.

This can cost you about \$30 every day if you eat mostly in fast food restaurants.

If you eat in a nicer restaurant, it can cost you \$50 or more every day. You need to think about the type of food you will eat for breakfast, lunch, and supper. This will help you figure out how much money you need for food.



## **How Can You Find Out What Activities You Can Do?**



You can search for activities [ac-tiv-it-ees] you want to do when you travel.

The internet is a good place to look. You can search for the city. Many of the web-sites that come up will have things you can do in the city.

You can also go to a travel agent. They can help you find activities that you like to do.

Looking on the internet or going to a travel agent will help you know how much an activity costs. You can then choose how many things you can do that will fit your budget.



## **What Activities Will You Do?**

There are many activities you can do when you travel.

If you go some-where close to the ocean, you can go to the beach.

Maybe you like to swim and look at fish. You can go snorkeling [snore-kell-ing].



### **Snorkeling**

This lets you put your face in the water so you can look at the fish when you swim.

There may be a tour that you want to go on to see the city.

## **Tour**

When you have a person, a tour guide, show you around the city and tell you facts about the city.

You may like to go on rides. There may be a fair or theme park in the area that has rides.

## **How Will You Get Around When You Are There?**

There are many ways you can get around in different cities.

You may be able to get to all the places you want on a city bus.

You may have to take a taxi to some places. A taxi will cost more than a city bus.

If you are going on a tour, they may be able to pick you up at the place where you are staying.

If you can drive, you may want to rent a car if you did not drive to the city you are staying in. But this can cost you more money than other ways.





If you go to a travel agent, they can tell you how you can get to the activities you want to do. They can also help you figure out how much it will cost.

You can look on the internet too. But this will be harder to do. The web-sites may not tell you if a city bus goes where you want or how much a taxi ride would cost to get there.

But you may be able to find a phone number for travel info in the city you want to go to. If you call them, they may be able to give you city bus info.

### **How Much Money Do You Need?**

Now you know:

- How you will get there
- Where you will stay
- Where you will eat
- What you will do
- How you will get around

Now you can figure out how much your trip will cost.

There is a work-sheet that starts on the next page that will help you make your budget. Ask some-one for help if you need help. It can be hard to do.



**How I will get there**

- Car
- Bus
- Plane
- Train
- Boat

How much it will cost: \$\_\_\_\_\_



**Where I will stay**

- Hotel
- Condo
- Bed and Break-fast

How much it will cost: \$\_\_\_\_\_



**Where I will eat**

Food is a part of the cost where I will stay.

I have a kitchen where I will stay.

I will make my own food.

When I am at home I spend \$\_\_\_\_\_ each week for groceries.

How much it will cost: \$\_\_\_\_\_

Breakfast is a part of the cost where I will stay. I will eat at a restaurant for lunch and supper. This will cost me between \$25 to \$40 each day.

How much it will cost \$\_\_\_\_\_

I will need to eat at a restaurant for breakfast, lunch, and supper. This will cost me between \$30 and \$60 each day.

How much it will cost: \$\_\_\_\_\_



**What I will do**

- Activity 1: \_\_\_\_\_  
It will cost \$ \_\_\_\_\_
- Activity 2: \_\_\_\_\_  
It will cost \$ \_\_\_\_\_
- Activity 3: \_\_\_\_\_  
It will cost \$ \_\_\_\_\_
- Activity 4: \_\_\_\_\_  
It will cost \$ \_\_\_\_\_
- Activity 5: \_\_\_\_\_  
It will cost \$ \_\_\_\_\_

To do all the activities I want to do on my trip  
I will need \$ \_\_\_\_\_

**How I will get around**

- City bus
- Taxi
- Rent a car

How much it will cost: \$ \_\_\_\_\_



## ② What You Need to do Before Your Trip

▶ When going on a trip you need to have a plan

▶ This plan should include things like if you need a passport, some-one to travel with you, a health card, and other things

### Plans

We already talked about making a budget. This is part of what you need to do before your trip.

Your budget will help you with all of your plans. After you make your budget you will know:

- Where you want to go
- How you will get there
- Where you will stay
- Where you will eat
- What you will do
- How you will get around

Now you have to make reservations [rez-er-vay-shuns] and buy tickets.

If you go to a travel agent to help you, they can do this for you.

If you do not make a reservation, you may not be able to get where you want to go or you may have no where to stay when you get there.

If you are in a wheel-chair or you need help, you will need to tell the person making the reservation. They will make sure that you get what you need.



## **Do You Need Help When You Travel?**

You may need to take some-one with you. This could be a friend who wants to help you travel, a family member, or a support staff.

You have to remember to talk to this person before you make all of your plans.

When you know who is going to travel with you, they need to make the same travel plans you have.



## **Do You Have a Pass-port or Other Government ID?**

If you are going to travel out-side of your country, you need a pass-port. A pass-port will cost you money to get. To get a Canadian pass-port, it takes 2 to 4 weeks.

Make sure you apply for your pass-port early enough so you get it before you travel.

If you do not have a pass-port, you will not be able to go to another country.

If you are staying in your own country, you may need a government ID with your picture on it. This will also cost you money to get.

If you do not have a government ID with your picture, you have to bring 2 other government ID cards instead, like your birth certificate and your health card.



## **Do You Need to Take Any Health Information?**



If you have problems with your health, you may need to take some health info with you.

Your doctor may also need to say it is okay for you to go on a trip.

You should go to see your doctor when you start to make plans. Your doctor can tell you if you are healthy enough to go on your trip.

You may be able to go, but there may be some things you want to do that you should not do because of your health.

## **Do You Have a Guardian?**

If you have a guardian [gar-dee-an], you should talk to them when you start to make plans.

They may need to say it is okay for you to travel.

Your guardian may also need to sign a consent form to tell other people it is okay for you to travel.

If they sign a consent form, you should take a copy of it with you. The person you travel with should also have a copy of the consent form.



## Travel Insurance

### **Travel insurance [in-sure-ans]**

Some-thing you buy to protect you if you need to cancel your trip. It will help you so you can get your money back if some-thing happens and you can not go.

You need to pay for travel insurance.

You may need to cancel your trip. You may get sick or some-one in your family may get sick.

There may be bad weather.

Some places may not let you change your trip if there is bad weather.

Travel insurance protects you if you need to cancel your trip. There will be many reasons they let you cancel. If one of the reasons happens, you can cancel your trip.

You will get the money back from your trip or you can go on your trip on a different date.





## Make Your Plans Check List

- I made a budget.  
I have enough money for my trip.
- I made a reservation where I want to stay.
- I bought tickets for how I will get there (plane, train, bus, boat).
- I made plans for the activities I want to do when I get there. I bought tickets for the activities that I need tickets for.
- I made plans for how I will get around when I am there.
- I am going to a different country.  
I have my passport.
- I am staying in my country.  
I have my government ID.
- I went to my doctor.  
My doctor says it is ok for me travel.
- I have the health information I need to take with me.
- I need some-one to travel with me. I talked to the person I want to come with me.  
They made the plans with me.
- I am not my own guardian and I need consent to travel. My guardian says it is ok for me to travel. They have signed a consent form.  
I have a copy and the person coming with me has a copy.
- I have travel insurance.

## 3

## What to Take with You

As you can tell, travel takes a lot of planning.

You made a budget.

You made your travel plans.

- You made reservations and bought tickets
- You made sure you have every-thing you need to go on a trip

Now you need to plan what you **need** to take with you. And what you **want** to take with you.

It will help if you make a list of things you need to take. And a list of things you want to take.

▶ When you take a trip, you need to plan what to take with you

▶ Making a list of things you need is a good way to keep track of every-thing

### What You Need to Take with You

There are some things that you **need** to take with you when you travel.

This includes some of the things we have already talked about. Things like your pass-port and health information.

There is a check-list of common things you need to take on a trip on the next page.





You can use this list to mark if you have the item and if you have packed it.

- Pass-port
- Government ID
- Tickets you bought
- Reservation info
- Health info
- Clothes for the number of days you will be away
- Phone numbers of people you may need to call
- Phone numbers for places in the city you are going to, like the hospital
- Consent form for your trip
- Medicine your doctor says you need to take
- Medicine you may need to take, like Tylenol or Advil
- Canadian money if you travel in Canada
- If you go to a different country, you will need to use the money they use
- Personal hygiene items, like soap, tooth-brush, tooth-paste
- Adaptive [ah-dap-tive] devices, like a walker, or communication board



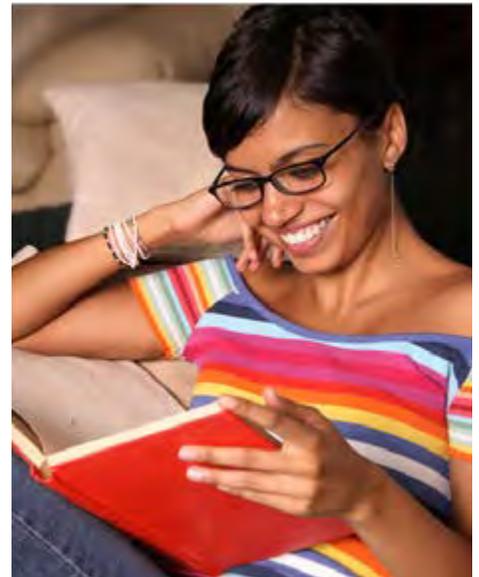
## What You Want to Take with You

There are some things that you **want** to take with you, but it is ok if you do not have them with you.

These can be things that help you feel at home, like pictures of your family.

Here is a list of things that a lot of people want to take with them.

- Camera
- Swim suit and towel
- Pictures of family
- Pillow
- Sun-screen
- Back-pack or money belt
- Book
- Book light
- Watch
- Alarm clock
- Bug spray
- Music player
- Travel games or playing cards



**In June 2012, Canadians  
took almost 2 million  
trips to the United States  
by car.**

- The Daily, Statistics Canada

## Resources



### Bus Travel

Here is a list of some of the bus companies you can travel with in Canada. They also go to the United States.

#### **CoachCanada**

- Toll free phone: 1-800-461-7661
- Email: [canada-info@coachcanada.com](mailto:canada-info@coachcanada.com)
- Web-site: [www.coachcanada.com](http://www.coachcanada.com)

#### **Greyhound**

- Toll free phone: 1-800-661-8747
- Web-site: [www.greyhound.ca](http://www.greyhound.ca)

## Train Travel

Here is a list of some of the train companies you can travel with in Canada and the United States.

### **Royal Canadian Pacific**

- Toll free phone: 1-877-665-3044
- Web-site: [www.royalcanadianpacific.com](http://www.royalcanadianpacific.com)

### **VIA Rail Canada**

- Toll free phone: 1-888-842-7245
- Web-site: [www.viarail.ca](http://www.viarail.ca)

### **Amtrak**

This is a company you can travel with in the United States.

- Toll free phone: 1-800-872-7245
- Web-site: [www.amtrak.com](http://www.amtrak.com)

## **Air Travel**

Here is a list of some of the air-lines you can travel with.

### **Air Canada**

- Toll free phone: 1-888-247-2262
- Web-site: [www.aircanada.com](http://www.aircanada.com)

### **Air France**

- Toll free phone: 1-800-667-2747
- Web-site: [www.airfrance.ca](http://www.airfrance.ca)

### **Air Transat**

- Toll free phone: 1-866-847-1112
- Web-site: [www.airtransat.ca](http://www.airtransat.ca)

### **American Airlines**

- Toll free phone: 1-800-433-7300
- Web-site: [www.aa.com](http://www.aa.com)

### **British Airways**

- Toll free phone: 1-800-247-9297
- Web-site: [www.britishairways.com](http://www.britishairways.com)

**Delta**

- Toll free phone: 1-800-221-1212
- Web-site: [www.delta.com](http://www.delta.com)

**KLM**

- Toll free phone: 1-866-434-0321
- Web-site: [www.klm.com](http://www.klm.com)

**Lufthansa**

- Toll free phone: 1-800-563-5954
- Web-site: [www.lufthansa.com](http://www.lufthansa.com)

**Qantas**

- Toll free phone: 1-800-227-4500
- Web-site: [www.qantas.com.au](http://www.qantas.com.au)

**United Airlines**

- Toll free phone: 1-800-864-8331
- Web-site: [www.united.com](http://www.united.com)

**WestJet**

- Toll free phone: 1-888-937-8538
- Web-site: [www.westjet.com](http://www.westjet.com)



## Cruise Lines

Here is a list of some of the cruise lines you can travel with.

### **AMA Waterways**

- Toll free phone: 1-800-626-0125
- Web-site: [www.amawaterways.com](http://www.amawaterways.com)

### **Avalon Waterways**

- Toll free phone: 1-877-797-8791
- Web-site: [www.avalonwaterways.com](http://www.avalonwaterways.com)

### **Carnival Cruise Lines**

- Toll free phone: 1-888-227-6482
- Web-site: [www.carnival.com/](http://www.carnival.com/)

### **Costa Cruise Lines**

- Toll free phone: 1-800-462-6782
- Web-site: [www.costacruise.com](http://www.costacruise.com)

### **Disney Cruise Line**

- Toll free phone: 1-800-951-3532
- Web-site: <http://disneycruise.disney.go.com/>

**Holland America Line**

- Toll free phone: 1-877-932-4259
- Web-site: [www.hollandamerica.com](http://www.hollandamerica.com)

**MSC Cruises**

- Toll free phone: 1-877-665-4655
- Web-site: [www.msccruisesusa.com](http://www.msccruisesusa.com)

**Norwegian Cruise Line**

- Toll free phone: 1-866-234-0292
- Web-site: [www2.ncl.com/](http://www2.ncl.com/)

**Princess Cruises**

- Toll free phone: 1-800-774-6237
- Web-site: [www.princess.com](http://www.princess.com)

**Royal Caribbean International**

- Toll free phone: 1-866-562-7625
- Web-site: [www.royalcaribbean.com](http://www.royalcaribbean.com)

**Scenic Tours**

- Toll free phone: 1-866-689-8611
- Web-site: <http://ca.scenictours.com/>

**Windstar Cruises**

- Toll free phone: 1-800-258-7245
- Web-site: [www.windstarcruises.com](http://www.windstarcruises.com)



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Please print double sided.

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