



# TRAVEL CHECKLIST

## TRIP PLANNING

- Establish your travel dates and itinerary.
- Start a travel file to hold all documentation for your trip
- Determine mode of travel and shop for best ticket prices.
- Renew your passport if will expire less than six months after your return date.
- Get required visas if needed for countries being visited.
- Check on your destinations for travel or health warnings.
- Review your calendar for events you will miss while away. Reschedule or communicate with people who need to know you will not be attending any scheduled events.
- Make sure your estate plans and wills are in order.
- Arrange for child care or pet care if needed.

## TRANSPORTATION AND LODGING

- Purchase tickets early to get the best prices. Use online resources to compare and get the best deals.
- Book hotels or confirm lodging arrangements. Print out all confirmation numbers and communications.
- Consider arriving at destinations a day early, or leaving a day later to avoid time conflicts or holiday congestion.
- Check ratings for hotels. Ask locals for recommendations.
- Confirm late arrivals with hotels.
- Buy travel insurance in case an emergency changes your plans.
- View maps for all locations you will be visiting.
- Mark all luggage with personal identification inside and out.
- Arrange for pickup and drop-off at airports to avoid cab fares.

## LEAVING HOME

- Put a hold on your incoming mail.
- Return library books. Pick up dry cleaning, etc.
- Ask a neighbor to keep an eye on your home. Leave contact information in case of emergency.
- Arrange for house plant care/yard care while you are away.
- Service your vehicle before using it for traveling.

- Adjust thermostats to save energy while away.
- Pay any bills that will come due while you are traveling.
- Set up timers on lights and TVs so your home looks lived in.
- Leave a house key with a friend or neighbor.
- Dispose of perishable foods and garbage before leaving home.
- Lock all doors and windows. Set security alarms.

## HEALTHY TRAVELING

- See your doctor before your trip. Tell him/her where you are going and ask for any special instructions or documentation.
- Refill prescriptions. Keep them in their original marked containers. Carry a list of prescriptions from your doctor.
- Get any vaccinations required for your destinations.
- Make copies of your health insurance card.
- Carry your doctors' phone numbers with you.
- Bring extra supplies of all medications. Bring any important medicines with you in your carry-on luggage.
- Carry documentation of vaccinations you have received.
- Be prepared for minor common illness. Have preventative medications with you.

## AIR TRAVEL/INTERNATIONAL TRAVEL

- Be aware of current airport security rules. Arrive at airport at least two hours before departure time.
- Know the size and weight limits of carry-on luggage for each airline you are using.
- Make extra copies of your passport, vaccinations record and important travel documents. Carry separate from the originals.
- Authorize ATM transactions with your bank for countries or states being visited.
- Alert credit card companies of the countries or states you will visit and your travel dates.
- Eat healthy. Be aware of local health concerns. Drink water from sealed bottles and soft drinks from unopened containers.