



Traveler's Checklist

PREPARATIONS

TRAVEL PREPARATION

- Renew/check passport
- Reconfirm/check-in online with airline
- Check flight info for airline & times
- Check baggage weights
- Personalize luggage
- Insurance: Trip cancellation/medical
- Change money
- Check local destination weather/news
- Arrange drop-off/pick-up
- Order special air meals
- Arrange care of pets, lawn & plants
- Advise bank of future foreign credit card use
- Setup auto e-mail response
- Clear answering machine/voicemail
- Buy/recharge phone card/VOIP account

HOME PREPARATION

- Wash clothing
- Empty trash
- Store valuables in a safe place
- Turn off heater/air conditioner
- Lock all doors and windows

Airlines enforce all size and weight limits much more strictly now than in the past. Bags are weighed at check-in and many airlines have placed bag sizers at the gate. Check with airline you are flying but overweight bags have extra charges of \$50-\$125.



\$3.00 off your choice travel luggage scale at Travel Central

DOCUMENTS, MONEY, TICKETS

DOCUMENTS

- Passport
- Visas
- Personal identification
- Drivers license
- Hotel/hostel contact info
- Vaccination certificate
- Health insurance documents
- Reservations & itineraries
- Copies of tickets/passport/etc.
- Emergency address list/information
- Guide book/maps
- Language book/translator/phrase book
- Travel journal

MONEY

- Cash (Foreign & local currency)
- Emergency money
- Credit card/debit card
- Wallet

TICKETS, RESERVATIONS

- Airline E-Ticket Confirmation #
- Book hotel/hostel
- Rental car
- Boat tickets
- Train tickets

PACKING LIST

BAGS, CASES, & PACKING

- Carry-on bag (small backpack)
- Backpack/Suitcase
- Luggage tags
- Luggage keys/locks
- Purse
- Ziplock bags
- Packing cubes
- Safety pins
- Neck pouch
- Money belt

CLOTHES: BASICS

- Bras
- Underwear
- Socks (thin cotton, thermal, wool)
- Pajamas, sleepwear

CLOTHES: CASUAL

- Polos / T-shirts / Casual shirts
- Jeans / Casual pants
- Tank tops
- Short sleeve shirts
- Shorts

CLOTHES: OUTERWEAR

- Cap / Sun hat
- Jacket / Windbreaker

CLOTHES: DRESSY

- Long sleeve dress shirts
- Dress pants
- Skirts

SHOES

- Walking shoes / sneakers
- Dress shoes
- Dress sandals
- Heels
- Flip-flops / slippers

ACCESSORIES

- Belt
- Sunglasses / case / strap
- Watch

TOILETRIES

- Toothbrush/Toothpaste/Floss
- Deodorant
- Tampons/pads/feminine hygiene
- Hairbrush/comb
- Baby wipes (towelettes)
- Shaving gel (L) / foam (L)
- Razor/electric shaver
- Cotton swabs (Q-tips)
- Nail clippers
- Perfume (L) /aftershave (L)
- Makeup & makeup remover (L)
- Shampoo & conditioner (L)
- Towel / washcloth
- Lip balm / moisturizer (L)

LAUNDRY

- Laundry bag
- Sewing kit (A)
- Laundry detergent (L)

HEALTH & MEDICATIONS

- Pain/aspirin medication
- Prescription medicine
- Glasses
- Contact lens kit
- Cold/sinus medication

ELECTRONICS / GADGETS

- Electric converters
- Cell phone (+charger)
- Headphones/earbuds
- Laptop/tablet/iPad (+chargers)

CAMERA EQUIPMENT

- Digital camera (+charger)
- Memory cards

(L) = When flying: If contains >100ml (3.4oz) of liquid/gel/aerosol, can't be taken on carry-on baggage. Must be packed in checked baggage.

(A) = When flying: Cannot be taken on carry-on baggage. Pack it in your checked baggage.



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Know Before You Go

PRE-DEPARTURE

Passport

Currently, a U.S. passport is required for ALL travel outside of the United States. The U.S. state department website will provide you with all required information:

<http://travel.state.gov>

Foreign Currency

Be prepared and exchange your US Dollars into foreign currency before you leave on your trip. Money can be exchanged at your local bank or at the airport (but the exchange rate is typically higher). The simplest way to obtain local currency abroad is by using an ATM or automated teller machine.

FREE Pocket Travel Guides

An APP that allows you to carry all of the destination information you need while traveling! Once downloaded, you won't need an internet connection to find the best restaurants, exciting things to do and local attractions.

Copies of Airline Tickets, Passport, Etc.

Instead of photocopying your important documents and carrying them with you, scan them and email them to your email account as attachments. Use a free web-based email such as Hotmail or Yahoo! that can be accessed from anywhere in the world. Documents to make copies of include: Passport ID page, Foreign visa (if applicable), Itinerary, Hotel confirmation, Airline ticket, and Driver's license.

Trip Cancellation Insurance/ Medical Travel Insurance

Protect your investment from unexpected cancellation or trip interruption. Most medical insurances do NOT cover you outside of the U.S.

Pre-Book Activities & Excursions

Golf tee times, theatre tickets, tours, and sightseeing can all be booked in advance through Travel Central.

Luggage

Purchase Luggage to meet your most demanding traveling needs. The most common and most popular is wheeled luggage. Typical sizes are 19, 22, 24, and 26 inches. Currently, carry-ons can only be 22" total. Many airlines charge fees for luggage over 50 pounds. For more information on airline fees, weight limits, and size restrictions, check with your Travel Expert or with the website of the airline you are flying with.

INTERNATIONAL TRAVEL TIPS

- **PLAN AHEAD.** Carry your hotel's business card in your luggage to show taxi drivers so you can return to your hotel more easily.
- **SPEAK THE LANGUAGE.** Bring a phrase book so at least you can point to the word, even if you can't say it.
- **BE SAFE.** Wear a security pouch to keep large bills and credit cards hidden under your clothing.
- **MEDICAL:** Visit your doctor 4 weeks prior to departure for proper immunizations and to get duplicate prescriptions. Since foreign trade names are different from those used in the U.S., ask your doctor or pharmacist for the generic drug name rather than brand name.
- **INSURANCE:** Check insurance coverage outside of the U.S. In most situations, Medicare won't pay for health care or supplies you get outside the U.S.
- **DENTAL:** Get a dental checkup prior to your trip. No one wants to endure a toothache while on vacation.
- **CURRENCY:** Exchange the bulk of your funds overseas, as the exchange rate is invariably better there. Make major purchases by credit card—you'll get a good exchange rate as well as the protection of the card's charge-back provisions. Be sure to check for credit card fees!
- **FOOD:** The highest-risk foods include raw meat, raw seafood, raw unpeeled fruits and vegetables, salsa, and unpasteurized dairy products, including ice cream and cheese.
- **WATER:** Water should be considered contaminated in all countries outside of North America, Western Europe, New Zealand, and Japan. Use bottled water for drinking and personal purposes.
- **ON THE PLANE:** Move around on the plane to avoid swollen feet and ankles. Put a cushion or pillow behind the small of your back. Drink water. Moisturize your face and hands.



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