

## Extended Leave Preparation Checklists

Actions to take before boarding your first flight:

Complete	Task
	Find a friend or family member to check on your house/apartment
	Determine what equipment you will need as you travel
	Purchase travel insurance
	Determine any medications you may need to bring
	Plan a visit to your doctor to check on necessary vaccinations or medications
	Review finances and access to money and accounts while traveling
	Complete will and designated power of attorney
	Research the best credit cards
	Check on an international plan for your mobile phone and make SURE to unlock your phone through your wireless carrier
	Set up relevant auto-payments for significant monthly bills
	Internet/cable/phone service accounts on hold as necessary
	Set up WhatsApp or another free text service to communicate with friends/family
	Taxes – pay in advance if relevant
	Arrange a safe deposit box for any valuables
	Take photos of your home belongings and store all photos on your computer and in the cloud or Google Drive, etc.
	If you have hundreds of passwords, create a secure list for access while traveling
	Review all personal documents that may be important while you are traveling
	Review your airline and hotel points and expirations
	Check which credit cards offer insurance coverage for car rentals and call with any questions before you leave
	Check the need for an international driver's license
	Check your calendar to see if you have any appointments to reschedule
	Download a summary phone/address list to a document you can print
	Download classics or other reading material to your Kindle
	Review home appliances and systems that may need servicing or monitoring
	Appear to be "at home" by using light timers or "smart" connections
	Home services – such as the trash, should be put on hold
	Secure your ride to the airport

Write an overview of necessary Information for your House Sitter concerning:

Complete	Task
	Provide your contact info (email, WhatsApp, phone number, etc.)
	Pets – what care may be needed
	Mail handling
	Plant care
	Car care or maintenance needed
	Water – How to turn off if necessary
	Any appliances needing attention
	Heating or Cooling settings
	Timer lights
	Alarm System/ Doors and windows
	Plugs – what’s left in, what’s not (specific lamps and appliances)

Equipment to purchase:

Complete	Task
	Any necessary technology including an external hard drive or flash drive to back up important items; and/or arrange a cloud service
	Luggage and packing accessories including locks
	Camera (and accessories)
	Food/snacks
	Any necessary clothing