



PRE-TRAVEL CHECKLIST

PREPARING THE HOME & OFFICE

- Set up out-of-office email and block your work calendar
- Arrange for child, pet, and plant care; communicate needs and schedules
- Pause routine deliveries – mail, newspaper, monthly subscriptions, etc.
- Make your home seem lived-in while away by putting lights and a radio on timers
- Turn down thermostat, lock windows, garages, and doors
- Leave house and car keys, your complete itinerary and copy of passport, with a trusted friend
- Minors flying without both parents accompanying them need a signed letter/travel consent form

FINANCES/HEALTH

- Notify Bank & Credit Cards that you are leaving the country
- Obtain foreign currency, get small bills for tipping
- Refill prescriptions – have enough medication for the duration of your trip plus 2 weeks
- Make copies of passport, ID, proof of immunization
- Contact your cell phone provider for options on travel plans
- Program “In Case of Emergency” number into your phone

WHAT TO LEAVE FOR FAMILY AND CAREGIVERS AT HOME

- Leave your contact information—including the names, addresses, and phone numbers of the hotels where you are staying—with a family member, so they can reach you while you're away
- Phone numbers (all contact numbers for you; doctor/vet; pharmacy; mechanic; school/daycare; helpful friends/neighbors; alarm company)
- Cash for groceries and emergencies
- Consent for medical treatment forms (including veterinary) and insurance cards
- Your travel itinerary and contact information

FINAL TRIP PREPARATIONS

- Check weather conditions in your destination
- Download apps – Whatsapp, Airline(s), Resort, +/- Destination, +/- Ferryhopper
- Look up baggage fees and weight restrictions for your airline(s)
- Complete online check-in with airline & print boarding passes
- Empty your trash and refrigerator of anything that will go bad while you are away