

**BOOKING TRAVEL**

- Book a hotel room
- Reserve a crib or extra bed if traveling with children (usually at no extra cost)
- Reserve flight and purchase airline tickets; make sure to have seat numbers in advance
- Make a train or bus reservation
- Arrange transportation from the airport to the hotel if flying (rent a car or book a transfer)
- Rent a car or prepare own vehicle for traveling
- Check for visa and passport requirement if traveling outside the US
- Research activities, tours, and events; depending on destination, it can be cheaper to buy tickets before you go or at your destination
- Check on electricity, voltage, and outlet/plug types, if traveling outside the US
- Find out telephone service and dialing codes to your country
- Research vaccination requirements, if traveling abroad

**BEFORE YOU LEAVE**

- Reconfirm flights with the airline 24-48 hours before you leave
  - Reconfirm hotel reservation
  - Print out and take with you all reservations you made and have confirmation numbers
  - Exchange currency before you leave or at the airport (the rates are usually better at the local banks, not airport)
- Also...
- Pay all the bills that might be due while you are gone
  - DO NOT stop mail or newspaper delivery, but rather ask a trusted person to pick it up every couple days. Intruders are more attracted by vacant houses.
  - Inform family members or friends that you trust about your trip
  - Leave and hide a key outside the house

**HOME PREPARATION**

- Arrange for a pet sitter or book a pet hotel
- Secure the home: close and lock windows & doors
- Shut off water (if not freezing)
- Adjust the temperature inside the home (turn down or turn off thermostat)
- Turn off the lights
- Remove valuables from the yard
- Take out trash
- Unplug small kitchen and other appliances
- Water plants
- Empty refrigerator

**BEFORE START PACKING**

- Check with airlines on luggage weight limit and measurements for carry on and checked luggage
- Pack luggage so you can carry it

**TRAVEL PACKING CHECKLIST****TRAVEL NECESSITIES**

- Airline tickets (if paper tickets) & itineraries
- Hotel reservation confirmation
- Car rental confirmation
- Bus or train tickets
- Tour, entertainment, or other events confirmation or tickets
- Passport, green card, personal ID (driver's license)
- Birth certificate, if necessary
- Marriage certificate, if necessary
- Visa
- Copies of passports and other documents
- Road map/ directions
- Destination guide book
- Travel insurance/ Medical insurance
- Credit/ check cards
- Wallet
- Cash/ travelers checks
- Student ID

**OTHER TRAVEL ITEMS**

- Pleasure reading
- Food/ snacks
- Water bottle
- Travel pillow
- Sleeping mask
- Ear plugs
- Chewing gum
- Plastic bags
- Safety pins
- Appropriate luggage
- Luggage locks / keys
- Headphones
- Address book / important contacts
- Calling card
- Business cards
- Journal
- Day planner
- Phrasebook / dictionary
- Playing cards/ games
- Sewing kit

## PERSONAL ITEMS

### TOILETRIES

- Tooth brush
- Tooth paste (3 oz if carry on)
- Dental floss
- Mouthwash
- Deodorant (3 oz if carry on)
- Shampoo (3 oz if carry on)
- Conditioner (3 oz if carry on)
- Shower gel (3 oz if carry on)
- Hair brush or comb
- Hair gel/mousse (3 oz if carry on)
- Hair spray (3 oz if carry on)
- Soap
- Sunscreen (3 oz if carry on)
- Body cream/ lotion (3 oz if carry on)
- Lip balm
- Shaver/ razor
- Shaving cream (3 oz if carry on)
- Aftershave (3 oz if carry on)
- Washcloth
- Perfume/ cologne
- Make up / make up remover (3 oz if carry on)
- Mirror
- Scissors
- Tweezers
- Nail clipper

### BASIC CLOTHES

- Sleepwear
- Underwear
- Socks/ hosiery
- Bras
- Undershirt
- Robe

### OUTERWEAR

- Pants/ jeans
- Skirts
- Shirts
- Sweaters
- T-shirts
- Tank tops
- Sweatshirts
- Sportswear
- Shorts
- Swimsuits
- Jackets
- Coat
- Raincoat
- Dress clothes (dresses, suits, slacks, shirts)
- Tie/ scarf
- Hat
- Gloves

### HEALTH / MEDICATION

- Prescription medication
- First aid kit
- Aspirin, Tylenol / pain reliever
- Cold/ sinus medication
- Laxative
- Diarrhea medication
- Insect repellent
- Motion sickness medicine
- Antibiotic ointment
- Hand wipes/ tissues
- Band aids
- Sleeping aid
- Vitamins
- Contact lenses / cleaners
- Eye care
- Thermometer
- Cotton Balls/ swabs
- Feminine hygiene
- Birth control

### FOOTWEAR

- Sandals
- Dress shoes
- Leisure shoes/ flip flops
- Athletic shoes
- Slippers

### ACCESSORIES

- Belt
- Wrist watch
- Jewelry
- Hair accessories
- Glasses (reading, sunglasses)/ glass case
- Umbrella

### ELECTRONICS / TECHNOLOGY

- Voltage adapter / converter
- Hair accessories (dryer, iron, rollers)
- Laptop computer / charger/ cords
- Cell phone/ charger
- Music player/ iPod
- DVD player / DVDs
- Camera / batteries / memory card
- Video recorder / batteries / memory card
- PDA / charger
- Alarm clock
- Batteries
- Small flashlight
- Binoculars
- Calculator

### WORK ITEMS

- Office supplies
- Work documents / reading
- Work contacts
- Notepad

## AUTOMOBILE PREPARATION

- Check tire pressure (including spare tire)
- Check oil
- Check windshield fuel
- Check fuel
- Check battery
- Clean & wash
- Emergency road kit
- Extra set of keys