

PRE-TRIP

# Checklist



HOME/PETS

✓

- Place stop order on mail
- Place stop order on newspaper
- Arrange house sitter
- Notify home-security system co.
- Turn off lights / set timer for lights
- Unplug electronics
- Obtain documentation for required pet vaccinations

✓

- Turn off AC / fans
- Take out trash
- Clean out fridge / throw out food
- Return due library books
- Arrange pet sitter or kennel stay
- Stock up on pet food and litter
- Close / lock windows

✓

ADD MORE TASKS

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✓

- Create trip budget
- Research entrance fees cost
- Pay necessary bills in advance
- Notify CC co. / bank of travel
- Take out cash at ATM
- Get small bills for tipping
- Obtain foreign currency

✓

- Make copies of passport / ID
- Get necessary immunizations
- Refill prescriptions
- Check overseas medical coverage
- Program ICE ("in case of emergency") number into phone
- Visit a travel clinic if traveling to a foreign country

✓

ADD MORE TASKS

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✓

- Pack
- Create / print itinerary
- Check weather
- Confirm hotel reservations
- Confirm flight, train, bus res.
- Confirm rental car reservations
- Notify friends / family of travel
- Program phone #s into cell
- Check passport expiration date
- Arrange transportation to airport

✓

- Check in online / print boarding passes
- Look up baggage fees for airline
- Set up flight alerts via text
- Remove previous airline luggage tags
- Add new luggage tags to suitcase
- Weigh packed luggage
- Download travel apps / e-books
- Set up travel plan for cell phone
- Set up email away message
- Charge all electronics

✓

ADD MORE TASKS

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ITINERARY/FLIGHT