

| BOOKING TRAVEL   | BEFORE YOU LEAVE   | HOME PREPARATION   |
|--|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Book a hotel room</li> <li><input type="checkbox"/> Reserve a crib or extra bed if traveling with children (usually at no extra cost)</li> <li><input type="checkbox"/> Reserve flight and purchase airline tickets; make sure to have seat numbers in advance</li> <li><input type="checkbox"/> Make a train or bus reservation</li> <li><input type="checkbox"/> Arrange transportation from the airport to the hotel if flying (rent a car or book a transfer)</li> <li><input type="checkbox"/> Rent a car or prepare own vehicle for traveling</li> <li><input type="checkbox"/> Check for visa and passport requirement if traveling outside the US</li> <li><input type="checkbox"/> Research activities, tours, and events; depending on destination, it can be cheaper to buy tickets before you go or at your destination</li> <li><input type="checkbox"/> Check on electricity, voltage, and outlet/plug types, if traveling outside the US</li> <li><input type="checkbox"/> Find out telephone service and dialing codes to your country</li> <li><input type="checkbox"/> Research vaccination requirements, if traveling abroad</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Reconfirm flights with the airline 24-48 hours before you leave</li> <li><input type="checkbox"/> Reconfirm hotel reservation</li> <li><input type="checkbox"/> Print out and take with you all reservations you made and have confirmation numbers</li> <li><input type="checkbox"/> Exchange currency before you leave or at the airport (the rates are usually better at the local banks, not airport)</li> </ul> <p>Also...</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pay all the bills that might be due while you are gone</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Inform family members or friends that you trust about your trip</li> <li><input type="checkbox"/> Leave and hide a key outside the house</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrange for a pet sitter or book a pet hotel</li> <li><input type="checkbox"/> Secure the home: close and lock windows &amp; doors</li> <li><input type="checkbox"/> Shut off water (if not freezing)</li> <li><input type="checkbox"/> Adjust the temperature inside the home (turn down or turn off thermostat)</li> <li><input type="checkbox"/> Turn off the lights</li> <li><input type="checkbox"/> Remove valuables from the yard</li> <li><input type="checkbox"/> Take out trash</li> <li><input type="checkbox"/> Unplug small kitchen and other appliances</li> <li><input type="checkbox"/> Water plants</li> <li><input type="checkbox"/> Empty refrigerator</li> </ul> <p style="text-align: center;"><b>BEFORE START PACKING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check with airlines on luggage weight limit and measurements for carry on and checked luggage</li> <li><input type="checkbox"/> Pack luggage so you can carry it</li> </ul>  |
| TRAVEL PACKING CHECKLIST   |  |  |
| TRAVEL NECESSITIES   | OTHER TRAVEL ITEMS   | ELECTRONICS / TECHNOLOGY   |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Airline tickets (if paper tickets) &amp; itineraries</li> <li><input type="checkbox"/> Hotel reservation confirmation</li> <li><input type="checkbox"/> Car rental confirmation</li> <li><input type="checkbox"/> Bus or train tickets</li> <li><input type="checkbox"/> Tour, entertainment, or other events confirmation or tickets</li> <li><input type="checkbox"/> Passport, green card, personal ID (driver's license)</li> <li><input type="checkbox"/> Birth certificate, if necessary</li> <li><input type="checkbox"/> Marriage certificate, if necessary</li> <li><input type="checkbox"/> Visa</li> <li><input type="checkbox"/> Copies of passports and other documents</li> <li><input type="checkbox"/> Road map/ directions</li> <li><input type="checkbox"/> Destination guide book</li> <li><input type="checkbox"/> Travel insurance/ Medical insurance</li> <li><input type="checkbox"/> Credit/ check cards</li> <li><input type="checkbox"/> Wallet</li> <li><input type="checkbox"/> Cash/ travelers checks</li> <li><input type="checkbox"/> Student ID</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Pleasure reading</li> <li><input type="checkbox"/> Food/ snacks</li> <li><input type="checkbox"/> Water bottle</li> <li><input type="checkbox"/> Travel pillow</li> <li><input type="checkbox"/> Sleeping mask</li> <li><input type="checkbox"/> Ear plugs</li> <li><input type="checkbox"/> Chewing gum</li> <li><input type="checkbox"/> Plastic bags</li> <li><input type="checkbox"/> Safety pins</li> <li><input type="checkbox"/> Appropriate luggage</li> <li><input type="checkbox"/> Luggage locks / keys</li> <li><input type="checkbox"/> Headphones</li> <li><input type="checkbox"/> Address book / important contacts</li> <li><input type="checkbox"/> Calling card</li> <li><input type="checkbox"/> Business cards</li> <li><input type="checkbox"/> Journal</li> <li><input type="checkbox"/> Day planner</li> <li><input type="checkbox"/> Phrasebook / dictionary</li> <li><input type="checkbox"/> Playing cards/ games</li> <li><input type="checkbox"/> Sewing kit</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Voltage adapter / converter</li> <li><input type="checkbox"/> Hair accessories (dryer, iron, rollers)</li> <li><input type="checkbox"/> Laptop computer / charger/ cords</li> <li><input type="checkbox"/> Cell phone/ charger</li> <li><input type="checkbox"/> Music player/ iPod</li> <li><input type="checkbox"/> DVD player / DVDs</li> <li><input type="checkbox"/> Camera / batteries / memory card</li> <li><input type="checkbox"/> Video recorder / batteries / memory card</li> <li><input type="checkbox"/> PDA / charger</li> <li><input type="checkbox"/> Alarm clock</li> <li><input type="checkbox"/> Batteries</li> <li><input type="checkbox"/> Small flashlight</li> <li><input type="checkbox"/> Binoculars</li> <li><input type="checkbox"/> Calculator</li> </ul> <p style="text-align: center;"><b>WORK ITEMS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Office supplies</li> <li><input type="checkbox"/> Work documents / reading</li> <li><input type="checkbox"/> Work contacts</li> <li><input type="checkbox"/> Notepad</li> </ul> |