

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