

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



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



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



ITINERARY/FLIGHT