

"Pre-Travel Check List" • A Guide From Action Travel

Items Marked With An Asterisk Should Be Packed In Your Carry-On Luggage

As Soon As You Arrange Your Trip, Make Sure You Have The Following...	
<input type="checkbox"/>	Passport
<input type="checkbox"/>	Visa
<input type="checkbox"/>	Health Documentation
<input type="checkbox"/>	Transportation Tickets
<input type="checkbox"/>	Emergency Information
<input type="checkbox"/>	Hotel Reservations
<input type="checkbox"/>	Travellers Cheques
<input type="checkbox"/>	Currency
<input type="checkbox"/>	Credit Cards
<input type="checkbox"/>	Guides & Maps
<input type="checkbox"/>	Trip Cancellation Insurance
<input type="checkbox"/>	Medical Insurance
<input type="checkbox"/>	Personal Identification
<input type="checkbox"/>	Document Photocopies: Travel Documents, Passports, Visas
<input type="checkbox"/>	Photo Copy Of All Travelers Cheques

Pre-Departure Home Check List	
<input type="checkbox"/>	Stop Deliveries
<input type="checkbox"/>	Have Post Office Hold Mail - Download Form At: http://www.usps.com/forms/_pdf/ps8076.pdf
<input type="checkbox"/>	Arrange For Care Of Pets,
<input type="checkbox"/>	Lawn,
<input type="checkbox"/>	House Plants
<input type="checkbox"/>	Setup A Timed Lighting System
<input type="checkbox"/>	Check Timed Night Lighting System
<input type="checkbox"/>	Notify Local Police Of Your Absence
<input type="checkbox"/>	Leave House Key & Trip Itinerary With A Neighbor
<input type="checkbox"/>	Empty Refrigerator
<input type="checkbox"/>	Eliminate Possible Fire Hazards (<i>unplug unneeded appliances, etc.</i>)
<input type="checkbox"/>	Turn Down Thermostat
<input type="checkbox"/>	Turn Off Hot Water Heater
<input type="checkbox"/>	Store Valuables In A Safe Place
<input type="checkbox"/>	Lock All Doors And Windows

Pre-Departure Travel Check List

- As soon as documents arrive, check for accuracy.
- Luggage should have name tags on the inside as well as outside.
- Carry on all medications, valuables and change of clothes in your carry-on luggage
- Have information on the next flight available in the event your flight is cancelled.
- Reconfirm International flights with the airline 72 hours prior to departure.
- Arrive at the airport as required by the airlines.
- Advise the airline of the phone number where you will be staying in the event of flight delays or cancellations.
- Have a photocopy of the following with you, and leave a copy with non-traveling family or friends.
 Passport Travelers Cheques Documents Itinerary Medical Prescriptions
- If traveling with children, have an instant photo of what they are wearing as they walk out the door.
 Take a photo of your luggage with any markings/tags to help it to be located if lost.

10 ESSENTIALS WHEN TRAVELING

1. Everyday Bag: In transit it will hold all of the valuables you want to keep close: tickets, mini-camera and reading material.
2. First-Aid Kit: A compact travel health kit is a must for every traveler.
3. Passport/Money Carrier: It is absolutely essential to keep your passport and money secure.
4. Travel Watch or Alarm: It should be quartz or battery operated, lightweight, water resistant, shock resistant and reliable.
5. Pocket Knife: Travelers might find the following features handy: A basic blade, can and bottle opener, scissors, tweezers and corkscrew - Don't pack it in your carry-on luggage.
6. Electrical Converter/Adapter: This allows you to use your personal appliances abroad.
7. Flashlight/Head Lamp: Light a hallway, read in a train compartment, or study a map under the stars.
8. Sunglasses: Protect your eyes from harmful ultraviolet and infrared radiation, especially if you are traveling at higher altitudes.
9. Travel Organizer: The ultimate in convenience for carrying identification, tickets, trip itineraries, receipts and addresses.
10. A Positive Attitude: Travel sometimes means expecting the unexpected: delays, detours, unfamiliar surroundings, strange languages and funny money. So, remember always to take along a big smile.