

Travel Checklist Template

Planning the Trip	
Enrol in frequent flyer mileage Program or ensure you have up-to-date Card	
Request in-flight meals, ensure seat selection on board	
Shop for accommodations (price, non-smoking, wifi, pick-up, breakfast room safe,	
Check auto insurance policy to ensure coverage on rental car	
Check medical insurance policy for coverage of out-of-town needs	
Decide whether to purchase travel insurance	
Check weather and currency exchange rates	
Download destination attraction data for off times	
Print or transfer to device local area maps	
Key phrases in local language	
Ensure passport and /or visa is current	
Children's birth certificates and permission to travel letter	
Photocopy all documents-1 at home ,1 on person ,1 in carry-on suitcase	
Arrangements	
Arrange for pet sitter	
Arrange for pick-up of packages and solicitations left at door	
Leave emergency contact info and itinerary with relative or friend	
Get appropriate inoculations for destination	
Verify available spending limits on credit cards/will atm card work?	
Purchase traveler's checks	
Pay mobile phone bill and others	
Arrange transportation to and from airport	