# 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