

International Travel Checklist



Before Booking Your Trip

- Identify passport and visa requirements - Request as needed.
- Check for Travel Advisories for destination
- Research local customs for dress and other potential issues
- Identify any attractions that require advance reservations
- Research travel guides, Trip Advisor, and other online resources for your destination.
- Decide budget
- Research best time to visit
- Research and decide on trip insurance.
- Identify any needed vaccinations and what preventative items you will need.

When Booking Your Trip

- Verify planned itinerary allows sufficient connection time
- Start a file for travel documents
- Use trip planning software to load your itinerary
- Upload copies of all necessary documents to software
- Verify status of passports and visa - If there is any question about receiving them in time - don't book non-refundable options.
- Book least available items first, if hotel rooms are in limited supply make sure you have a room before booking airfare.
- Book items that can be cancelled before booking non-refundable options.
- After trip is booked, purchase trip insurance to cover medical, and trip interruption and cancellation. Do this the same day you book travel.

30 Days Before Departure

- Verify all necessary documents are in the file and uploaded, including passports and visa's
- Check with your phone provider to determine what the best option is for communication and whether your phone will work at your destination.
- Start creating your packing list and acquire any items that you will need for your trip. Consider weather at the destination in making packing list.
- Make sure you have the current vaccinations needed/recommended for travel.
- Make sure you have any needed preventative medicines for traveling. (motion sickness, diarrhea, upset stomach, and anything else that you anticipate needing)
- Test batteries and chargers for camera and video gear. Make sure you can find needed accessories.
- Verify if you will need travel adapters and purchase if necessary.
- Plan for pet care / housesitting as needed
- Consider getting Clear/PreCheck if you don't have them, they can facilitate clearing TSA more quickly.
- Global entry facilitates passing through customs both in the US and in some other countries, additional fees and applications may be required.

Week Before Departure

- Make sure you have notified credit card companies and bank of travel plans.
- Make sure you have made arrangements for newspaper and mail.
- Complete most packing - make sure that if you are traveling with someone, that you each have clothes in the others bag(s) so that if some luggage gets lost you will both have something available.
- Weigh packed bags to make sure they meet airline requirements
- Make arrangements for airport transportation or parking.
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Day of Departure

- Plan your wake up time to allow twice the needed time to get ready and leave.
- Pack last minute items.
- Check that all appliances are off and computer powered down(in case of bad weather).
- Double check all documents
- Leave for airport an hour earlier than you need to.
- Get to the airport early, clear TSA, and find some where to relax, you are on VACATION. (If you have followed this check list you should have no worries,)
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