

## 07-Travel Checklist for Plane Trip

Done?	Planning the Trip	Notes
	Enroll in frequent flyer mileage program	
	Request in-flight meals for special dietary needs	
	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	
	Request smoking/non-smoking accommodations	
	Purchase or arrange to borrow guidebooks and phrase books for destination	
	Ensure passport or visa is current	
Done?	Arrangements	Notes
	Arrange for pet sitter	
	Arrange for houseplant and lawn care	
	Arrange for pickup 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	
	Purchase local currency	
	Purchase traveler's checks	
	Pay bills	
	Put hold on newspapers	
	Put hold on mail	
	Arrange transportation to and from airport	
Done?	Packing	Notes
	In checked luggage:	
	Shoes (walking/dress/beach/hiking)	
	Swimsuits	
	Exercise clothing	
	Sweaters, coats, hats, gloves	
	Comb/brush	
	Shampoo, hairspray	
	Hair dryer	
	Deodorant	
	Lotions/creams	
	Cosmetics	
	Shaving cream, shaver	
	Nail clippers, emery board	
	Toothbrush/paste/floss	
	Sunscreen	
	Insect repellent	
	First aid kit	
	Mini sewing repair kit	
	Travel plugs/adapters if leaving country	
	Travel alarm clock	
	Extra luggage space for purchases	
	In carry-on luggage:	

Done?	Packing	Notes
	Prescription medications	
	Vitamins and over-the-counter medications (travel sickness, headache, indigestion, diarrhea)	
	Extra pairs of sunglasses, prescription glasses, contact lenses	
	Address book/PDA and PDA charger	
	Cell phone and charger	
	Camera, video camera, film, batteries, binoculars	
	Magazines, books, portable music or DVD player, playing cards	
	Travel maps, guidebook, phrase book	
	Travel neck pillow	
	Snacks and bottled water	
	Lip balm	
	Towelettes	
	Ear plugs	
	Credit cards	
	Health insurance card	
	Long distance phone card	
	Driver's license	
	Auto insurance policy number and agent telephone number	
	Passport/visa	
	Recent photos of all travel companions	
	Local currency	
	Traveler's checks	
	Airplane tickets	
	Confirmation numbers for hotel, rental car, and other reservations	
Done?	Day Prior to Departure	Notes
	Set timers for lights in house	
	Water plants	
	Empty trash	
	Update voice mail and e-mail auto-reply message	
	Update Web sites that you manage	
	Give or throw away perishables from refrigerator	
	Get seat assignments for flights	
Done?	Day of Departure	Notes
	Lock all windows and doors	
	Turn down thermostat	
	Disable garage door opener or set to vacation mode	
	Remove unnecessary cards from wallet (library, video rental, punch cards, extra credit cards)	
	Check in for flight via Web	
	Power-off computer and other sensitive electronic equipment	
	Lock all luggage; ensure all pieces have current ID tags	
	Set house alarm	