



Most of the time when you're leaving home it's for holiday or business travel. So as an added bonus, we'd like to give you this travel checklist to ensure that you have a great trip.

TRAVEL

- passport (note: its expiry date must be past your return date)
- visas
- airline reservations
- train reservations
- hotel reservations
- cruise ship reservations
- special events reservations
- list of embassies and consulates
- check into safety issues – disasters, terrorism, arrests, abductions, death, etc.
- maps and guidebooks
- foreign language or phrase book

DOCUMENTS

- personal ID
- passport
- birth certificate
- marriage certificate
- photocopies of documentation
- address book
- drivers license
- International drivers license
- medical insurance
- extra insurance coverage for rental cars, if needed
- leave extra copy of all documents with someone back home
- leave itinerary and contact information with someone back home
- emergency contact information

INSURANCE

- medical insurance
- travel insurance
- extra coverage for rental vehicles, if needed
- trip cancellation insurance
- check with your home insurance about how often your house needs to be checked while you are away



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MONEY

- credit cards (check expiry dates)
- cash
- foreign currencies needed
- traveller's cheques
- cheque book
- phone calling card

VEHICLE

- book a rental vehicle if needed
 - check if extra insurance coverage is needed
 - get International Drivers License, if needed
- If travelling with your own vehicle:**
- check tires and tire pressure
 - is your spare tire ready to use
 - check oil, coolant and windshield fluids
 - fill the gas tank

MEDICAL & HEALTH

- check re any extra health precautions needed
- get needed vaccinations
- first aid kit
- bandaids
- bandages
- moleskin
- antibiotic cream
- aspirin or pain relief
- vitamins or herbal supplements
- nail clippers
- tweezers
- folding scissors
- cold/sinus medication
- laxatives
- diarrhea medication
- antihistamine
- eye drops
- foot powder
- sleeping pills
- thermometer



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MEDICAL & HEALTH - continued

- refill personal prescriptions
- motion sickness medication
- sunscreen
- sunburn relief
- alcohol wipes
- insect repellent
- malaria tablets
- water purification system
- eyeglass prescription
- medication prescriptions

ELECTRONICS

- cell phone
- laptop
- modem lines and assorted connectors needed
- floppy disks
- dictation machine
- palm pilot
- pager
- camera
- film or memory sticks
- video camera
- CD/tape player
- CD's or tapes
- earphones
- radio/walkman
- alarm clock
- gameboy
- extra batteries
- chargers
- voltage adaptors
- arrange for e-mail
- recharge anything that needs it

TOILETRIES

- soap
- shampoo
- conditioner



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TOILETRIES - Continued

- hair spray or styling gel
- toothbrush
- toothpaste
- dental floss
- mouthwash
- lipstick
- lip balm
- makeup
- hand lotion/creams
- contacts & solution
- eye drops
- extra eyeglasses
- sunglasses
- deodorant
- perfume/cologne
- comb/brush
- blow dryer
- curling iron
- toilet paper
- tissues
- towelettes
- shaving cream
- razor and refills
- nail clippers
- tweezers
- contraceptives
- pads or tampons
- sunscreen
- sunburn ointment
- powder
- earplugs
- personal hygiene items
- shower cap

CLOTHING

- pants
- jeans
- skirts



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CLOTHING - continued

- shorts
- belts
- shirts/blouses
- T-shirts
- pyjamas
- robe
- slippers
- underwear
- suits
- ties
- scarves
- dress clothes
- jogging clothes
- socks/nylons
- comfortable footwear
- shoes
- boots
- sandals
- running shoes
- rain protection
- umbrella
- coat/jacket/parka
- gloves/mittens
- hat/cap with brim
- sweater
- swimsuit
- coverup

CHILDREN

- update identification for each child
- take along recent photos of each child
- keep a mini-pack on each child at all times with contact info and family photo in case they get lost

PAPER

- writing paper/pad
- pens
- stamps



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PAPER – continued

- envelopes
- postcards
- travel journal

BUSINESS

- business cards
- marketing or promotional materials
- client information
- business materials
- notes
- backed-up files
- office supplies
- pens
- notepads
- stapler
- paperclips
- calculator
- presentation items
- reference items
- receipts envelope
- petty cash envelope
- leave contact and itinerary info with secretary or colleague

LUGGAGE

- appropriate luggage
- luggage locks
- luggage tags
- include your name and address somewhere inside your luggage as well
- have you checked baggage weight allowances
- have you checked number of bags allowed
- put any metal or "dangerous" items in your check-in luggage, not in your carry-on luggage

MISCELLANEOUS

- purse
- wallet (leave any unnecessary items at home)
- jewelry
- watch



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MISCELLANEOUS – continued

- watch
- mini sewing/repair kit (put in checked baggage)
- folding scissors (in checked baggage)
- zip-lock bags
- laundry bag
- laundry soap
- small bar handsoap
- sink stopper
- flashlight
- reading materials
- reading light
- cards or games
- inflatable pillow
- binoculars
- bottled water
- food (juice, coffee, tea, milk, sugar, snacks)
- coil heater (for making tea or coffee)
- cup/mug
- tote bag
- tissues or handkerchiefs
- collapsable cooler
- bottle opener
- face cloth
- hand towel
- beach towel
- house keys
- vehicle keys (if needed)
- matches/lighter
- duct tape
- travel clothesline/clothes pins
- travel iron/steamer
- small mirror
- passport and money carrier
- pocket knife
- clothes hangers
- safety pins
- travel organizer

Hope this has been helpful. We wish you a safe and happy trip.