

# Pre-Travel Checklist • From J. Sullivan Travel

As Soon As You Arrange Your Trip, Make Sure You Have The Following...	
	Passport
	Visa
	Health Documentation
	Transportation Tickets
	Emergency Information
	Hotel Reservations
	Travellers Cheques
	Currency
	Credit Cards
	Guides & Maps
	Trip Cancellation Insurance
	Medical Insurance
	Personal Identification
	Document Photocopies: Travel Documents, Passports, Visas
	Photo Copy Of All Travelers Cheques

Pre-Departure Home Check List	
	Stop Deliveries
	Have Post Office Hold Mail - Download Form At: <a href="http://www.usps.com/forms/_pdf/ps8076.pdf">http://www.usps.com/forms/_pdf/ps8076.pdf</a>
	Arrange For Care Of Pets,
	Lawn,
	House Plants
	Setup A Timed Lighting System
	Check Timed Night Lighting System
	Notify Local Police Of Your Absence
	Leave House Key & Trip Itinerary With A Neighbor
	Empty Refrigerator
	Eliminate Possible Fire Hazards ( <i>unplug unneeded appliances, etc.</i> )
	Turn Down Thermostat
	Turn Off Hot Water Heater
	Store Valuables In A Safe Place
	Lock All Doors And Windows

## Pre-Departure Travel Check List

- As soon as documents arrive, check for accuracy.
- Luggage should have name tags on the inside as well as outside.
- Carry on all medications, valuables and change of clothes in your carry-on luggage
- Have information on the next flight available in the event your flight is cancelled.
- Reconfirm International flights with the airline 72 hours prior to departure.
- Arrive at the airport as required by the airlines.
- Advise the airline of the phone number where you will be staying in the event of flight delays or cancellations.
- Have a photocopy of the following with you, and leave a copy with non-traveling family or friends.
  - Passport  Travelers Cheques  Documents  Itinerary  Medical Prescriptions
- If traveling with children, have an instant photo of what they are wearing as they walk out the door.
  - Take a photo of your luggage with any markings/tags to help it to be located if lost.

## 10 ESSENTIALS WHEN TRAVELING

1. Everyday Bag: In transit it will hold all of the valuables you want to keep close: tickets, mini-camera and reading material.
2. First-Aid Kit: A compact travel health kit is a must for every traveler.
3. Passport/Money Carrier: It is absolutely essential to keep your passport and money secure.
4. Travel Watch or Alarm: It should be quartz or battery operated, lightweight, water resistant, shock resistant and reliable.
5. Pocket Knife: Travelers might find the following features handy: A basic blade, can and bottle opener, scissors, tweezers and corkscrew - Don't pack it in your carry-on luggage.
6. Electrical Converter/Adapter: This allows you to use your personal appliances abroad.
7. Flashlight/Head Lamp: Light a hallway, read in a train compartment, or study a map under the stars.
8. Sunglasses: Protect your eyes from harmful ultraviolet and infrared radiation, especially if you are traveling at higher altitudes.
9. Travel Organizer: The ultimate in convenience for carrying identification, tickets, trip itineraries, receipts and addresses.
10. A Positive Attitude: Travel sometimes means expecting the unexpected: delays, detours, unfamiliar surroundings, strange languages and funny money. So, remember always to take along a big smile.