

## PRE-DEPARTURE CHECKLIST

- Re-check your itinerary and flight time
- Ensure you have valid photo identification
- Organize travel insurance
- If travelling to a foreign country, register travel and contact details with Travel. State. Gov
- Re-confirm accommodation before you go
- Enquire with your doctor about recommended vaccinations & travel medication
- When travelling overseas, make certain your passport is valid for at least six months
- Notify the airline or travel operator(s) of any special requirements you may have, e.g. meal request
- Obtain some local currency
- Research the local customs laws
- Pre-organize your carry-on luggage (to meet airline policy)
- Pre-organize checked luggage (to meet airline policy)
- Double check you have all the necessary paper work

Passport

Insurance paper work and emergency contact

Photo ID

Tickets

Itinerary

Traveller's cheque

Visa

Credit card