



TRAVEL KIT CHECKLIST

1. IMPORTANT TRAVEL DOCUMENTS, CASH, AND CREDIT CARDS

- Passport/visa(s) – remember to check expiration date
- Personal ID, including a student ID card if you have one – remember to check expiration date
- Frequent flyer card(s) and other loyalty program cards such as a hotel or hostel
- Cash and credit card(s)
- Health insurance cards/document(s)
- Travel insurance info
- Reservations and itineraries
- Hotel and/or tour contact information
- Transportation tickets (plane, train, bus, car, etc.)
- Emergency contacts and important addresses

2. WHILE YOU ARE AWAY

- Arrange pet and plant care; communicate needs and schedules.
- Pause routine deliveries.
- Make your home seem lived-in while away by putting lights and a radio on timers.
- Empty refrigerator
- Leave house and car keys, and your complete itinerary, with a trusted friend or relative.
- Unplug appliances
- Turn down water heater
- Turn off washing machine taps
- Store valuables in a safe place
- Inform your bank if you're traveling abroad so they don't assume fraudulent activity and freeze your card
- Email yourself a copy of your passport, driver's license, medical cards and itinerary
- Lock windows, garages, and doors.

3. PACKING FOR THE TRIP

- Make a list of the specific items of clothing you'll need to pack for your trip to suit the various functions you'll attend. Here are items you don't want to forget:
 - Lightweight clothing that can be layered
 - Shirts
 - Pants and/or shorts
 - Socks
 - Sweaters
 - Jacket

- T-shirts
- Belt
- Sleepwear
- Underwear
- Sunglasses
- Comfortable walking shoes
- Dress/es
- A swimsuit or swim trunks
- Try to pack everything you need in a carry-on bag, to avoid the possibility of lost luggage.
- If you check your bag, make sure you have an outfit (or two) and a few essential toiletries in your personal item just in case your luggage is lost.
- Pack your toiletry bag. If you're carrying on, keep your toiletry bag light and TSA-compliant. The TSA's rule is easy to remember: liquids, gels, aerosols, creams, and pastes must be 100ml or less per container and they must be in a 1 quart-sized, clear, plastic, zip-top bag.

The Toiletry Bag Basics:

- Toothbrush, toothpaste, floss, mouthwash
- Hair brush or comb, hair ties, bobby pins
- Deodorant
- Shampoo and conditioner
- Sunscreen
- Make up
- Face wash and/or makeup remover wipes Moisturizer
- Lotion
- Lip balm
- Hand sanitizer
- Personal hygiene items
- Feminine hygiene products
- Extra contacts, solution, and case
- Health Kit
- Print several copies of this checklist, and save a copy on your computer's hard drive to refer to when planning your next trip. Storing the checklist on your computer is the easiest way to make updates to it when necessary.

4. WHAT TO LEAVE FOR FAMILY AND CAREGIVERS AT HOME

- Leave your contact information—including the names, addresses, and phone numbers of the hotels where you are staying—with a family member, so they can reach you while you're away.
- Phone numbers (all contact numbers for you; doctor/vet; pharmacy; mechanic; school/daycare; helpful friends/neighbors; alarm company).
- Cash for groceries and emergencies.
- Consent for medical treatment forms and insurance cards.
- Your travel itinerary.