Tools For Better Travel
Travel Planner/Checklist

Done	PLANNING FOR YOUR TRIP	Notes
	Enroll in frequent flyer/discount programs & check membership benefits. *Many of your current credit cards/memberships/clubs offer discounts when traveling.*	
	Request in-flight meals for special dietary needs, and seating assignments	
	Check auto insurance/credit card policy to ensure coverage on rental cars	
	Check medical insurance policy for coverage of out-of-town needs	
	Decide whether to purchase travel/rental car insurance. *These may be cheaper if pre-purchased online*	
	Request smoking/non-smoking accommodations/or extra beds in hotels.	
	Purchase or arrange to borrow guidebooks/phrase books for destinations	
	Ensure passport or visa is current	
	Have car serviced beforehand if you are driving	

Done	ARRANGEMENTS	Notes
	Arrange for pet sitter, watering plants, mail or packages pick up etc.	
	Leave emergency contact info and itinerary with relative or friend	
	Get appropriate inoculations for destination. *Some countries will not let you enter without proof.*	
	Notify credit card companies when and where traveling, and verify credit limits, cash access, service fees etc. *They may deactivate your card in mid-trip for making purchases outside of where you normally shop.*	
	Purchase local currency. *You may be able to lock in a lower rate at your local bank.*	
	Pay bills or prepay items that may come due during your trip.	
	Put hold on mail, newspapers etc, notify trustworthy neighbors you will be away. *Stacked up mail/papers are a sign for thief's that says, come on in, we're away and won't be back soon.*	
	Arrange transportation to and from airport. *Hiring a service may cost less than the parking fees at airports.*	
	Make two copies of your travel itinerary, passport, credit cards, driver's license, and give one to trusted friend, one in carry-on. *If you lose these you can have the information on hand, and it may even get you through immigration.*	

Done	PACKING	Notes
	Checked on luggage	
	Shoes, (hiking, dress, casual, slippers etc)	
	Swimsuits (swimsuits make great overnight wear as well.)	
	At least one pair of light clothing that will dry fast. *These cloths dry fast and you can hand wash them and have regular clean cloths if necessary.*	
	At least one pair of dress cloths. *Many fine restaurants, theaters etc. will not allow casual wear).*	
	One good light weight jacket. *Layering clothes when it's cold can save you from lugging around a heavy jacket.*	.
	Toiletry. *Hotel's usually provide soap, shampoo, towels, irons, blow-dryers etc (some you have to ask for).*	
	Leave extra space in your suitcase for purchases.	
	Only bring clothes you know you will wear. *Remember many clothes take up room, are heavy, and often unnecessary.*	

	Carry on luggage	
	Passport/ID, All travel tickets, confirmation codes/phone #'s, credit/debit cards, membership cards, directions to hotel, local currency, insurance cards etc.	
	Bring a light change of clothes. *Your luggage may not make it with you, or arrive late.*	
	Electronic equipment and chargers. *A cell phone often can replace all other items.*	
	Things to keep you occupied (magazines, books, hand games etc.)	
	Extra copy of your travel itinerary, passport etc.	
	Money/passport/credit card belt. *If you wear it under your cloths you most likely will not lose it, or have it stolen.*	
	Prescription medicine, aspirin, upset stomach medicine. *Some doctors recommend taking a standard anti-biotic with you, especially to third world countries.*	
	Travel plugs/adapters if leaving country	
	Extra pair of glasses, sunglasses, contacts etc.	
	Snacks and bottled water. *These can save you from paying $5.00 for water at the airport.*	
Done	**LEAVING DAY**	**Notes**
	Set alarm, timers for house lights, watering etc.	
	Empty trash, water plants, check fridge for possible perishables.	
	Call emergency contact or person taking care of things.	
	Update websites, social networks, blogs that you manage.	
	Lock all windows, doors and turn down/off thermostat, computer & appliances.	
	Check flight/train websites for possible last minute changes.	