

Travel and packing checklist

Planning the Trip	Notes
Enroll in frequent flyer mileage program or ensure you have up-to-date card	
Request in-flight meals, ensure seat selection onboard	
Shop for accommodations (price, non-smoking, wifi, location, pick-up, single/dble./queen, breakfast, room safe)	
Check auto insurance policy to ensure coverage on rental car	
Check medical insurance policy for coverage of out-of-town needs	
Decide whether to purchase travel insurance	
Check weather and currency exchange rates	
Download destination attraction data for off times	
Print or transfer to device local area maps	
Key phrases in local language	
Ensure passport and/or visa is current	
Children's birth certificates and permission to travel letter	
Photocopy all documents - 1 at home, 1 on person, 1 in carry-on, 1 in suitcase	
Arrangements	Notes
Arrange for pet sitter	
Arrange for pickup of packages and solicitations left at door	
Leave emergency contact info and itinerary with relative or friend	
Get appropriate inoculations for destination	
Verify available spending limits on credit cards / will atm card work?	
Purchase traveler's checks	
Pay mobile phone bill and others	
Arrange transportation to and from airport	
Packing - Travel light	Notes
I seldom if ever check my baggage but for long trips some items might be nice to have with you that are either too large or not allowed in-flight. Here are the extra things I would have. <b>In checked luggage:</b>	
Shoes (walking/dress/beach/hiking)	
Sweater	
Larger sized personal items: deodorant, lotions/creams, shaving cream, shaver	
Sunscreen	
Insect repellent	
First aid kit	
Extra luggage space for purchases	
Small light backpack for day trips	
I frequently live out of my carry-on only. <b>In carry-on luggage:</b>	
Packing cubes	
Clear bag for fluid containers	
Small toiletry bag	
Passport wallet	
Business cards	
Dressy jacket	
1 pair of pants (+what I will be wearing)	
1 pair of shorts (if required)	
3+ pairs of socks and underwear	
2-4 shirts (this could include t-shirts, dressy shirt, thin sweater)	
Extra t-shirt (warmth and sleeping)	
Ballcap	
Daypack	
Ziplock plastic bags	
3 carry-on allowed fluid containers (shampoo, gel, soap)	
Tooth brush and tooth paste	
Deodorant	
Document photocopies	
Notebook and 2 pens (one with notebook the other with passport)	
Vitamins and over-the-counter medications (analgesic, travel sickness, indigestion, Infection treatment, diarrhea)	
Anti-bacterial lotion or towelettes	
Cut kit (for basic first aid)	
Chargers and cables for all devices	
Mobile phone and extra battery	
Cameras	
iPod	
Headphones	
Flash drive & storage for cameras	
Travel plugs/adapters	
Laptop !	
Wallet: Credit cards, Health insurance card, Long distance phone card, ATM card, contact card, b-card, airline card	
Passport/visa	
Passport sized photos	
Local currency and or traveler's checks	
Printed map, itinerary, and local phrases	
Printed e-ticket	
Confirmation numbers for hotel, rental car, and other reservations	
Day Prior to Departure	Notes
Set timers for lights in house	
Empty trash and clean kitchen	
Update voice mail and e-mail auto-reply message	
Update Web sites that you manage	
Give or throw away perishables from refrigerator	
Sync local address book with webmail	
Sync local data to mobile device	
Back-up data off-site	
Charge device batteries (pda, iPod, mobile phone) and spares	
Email critical documents to your webmail account	
Ensure documents actually open (presentation slides, data sheets, personal info.)	
Set your future plazes ( <a href="http://www.plazes.com">http://www.plazes.com</a> )	
Create in-flight playlist / rip a couple of movies	
Check in for flight via Web	
Confirm hotel reservation and pick-up	
Day of Departure / @ Airport	Notes
Purchase local currency	
Lock all windows and doors	
Remove unnecessary cards from wallet (library, video rental, punch cards, extra credit cards)	
Power-off computer and other sensitive electronic equipment	
Lock all luggage; ensure all pieces have current ID tags	
Do you have your power cord(s) and video adaptor?	
Remove all change and metal objects from pockets (put in carry on)	
Ensure plastic bag full of liquids is ready for inspection	