



Travel Checklist

To Do	Done!
Transportation (reservations for plane, train, rental car)	<input type="checkbox"/>
Tune-up (oil change, tire rotation, snow tires, emergency kits are all in order – if driving)	<input type="checkbox"/>
Place to Stay (reservations for hotel or called grandma)	<input type="checkbox"/>
School (let teachers know that Timmy and Suzy will miss school)	<input type="checkbox"/>
Work (asked for time off and turned in paperwork)	<input type="checkbox"/>
Pets (arranged to take Sparky & Muffy with you or leave them at pet hotel)	<input type="checkbox"/>
Travel Documents (Lucky you if you need a passport! Other docs such as insurance & reservation confirmations)	<input type="checkbox"/>
Special Event Tickets (plays, concerts, etc., purchased in advance)	<input type="checkbox"/>
Packed (day clothes, bad weather clothes, night clothes, personal care – don't forget a toothbrush!)	<input type="checkbox"/>
Pack Toiletries per Airport rules and regulations	<input type="checkbox"/>
Medication, Glasses and/or Contact Lenses	<input type="checkbox"/>
Phone (phone card, cell phone and charger)	<input type="checkbox"/>
Camera, Film/Memory Card and Batteries/Charger	<input type="checkbox"/>
Cash, Credit Cards and any Foreign Currency	<input type="checkbox"/>
Gifts for Family or Friends	<input type="checkbox"/>
Set Energy Savers for the Home (unplug unneeded appliances, lower the heater temperature)	<input type="checkbox"/>
Security (Set up timed light switches, radio switches and other home security devices. Make sure all windows and doors are locked – even ones you “never” use.)	<input type="checkbox"/>
Neighbors (let trusted neighbors know of your absence and who may be stopping by for you)	<input type="checkbox"/>
Mail (arrange for post office to hold mail or someone to pick it up daily)	<input type="checkbox"/>
Newspaper (arrange for stop in service or have someone pick it up daily)	<input type="checkbox"/>