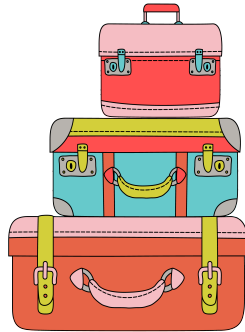


Pre-Travel To Do List

Booking Tips

- Book Airline Tickets
- Book Accommodation
- Book Train or Bus travel
- Book International Transfers
- Book Domestic Transfers
- Book Airport Parking (if parking off site)
- Book Sightseeing and Day Tours at destination
- Book Show or Event tickets at destination
- Investigate and organise care for pets
- Organise and pay for Travel Insurance & check limits
- Check Passport is still valid
- Check Visa Requirements
- Prepare an Itinerary
- Prepare file/folder and keep all Travel Documents in one place
- Check Vaccination requirements and schedule these to be done
- Consider and schedule care arrangements for non-travelling children
- Research tourist attractions
- Check International Driver's License requirements for your destination
- Purchase a travel guide on your destination to carry in your luggage
- Start a beginners language course and learn a few local phrases
- Purchase a travel adaptor for the destination/s you will be travelling to
- Review your luggage and check it is still in good condition and lockable
- _____
- _____
- _____



Final Fortnight or Week Before Travel

- Organize Foreign Currency
- Withdraw small amount of AUS dollars to use at the airport
- Organize Travel Money Card
- Advise your Bank of your Travel and check all card \$ limits are satisfactory
- Organize Mobile Phone (e.g. TravelSim) and check global roaming and charges
- Reconfirm all bookings
- Leave a copy of all travel documents with family/friend
- Pay any bills that will be due while away
- Make arrangements for collection of mail/junk mail with family/friend/neighbour
- Obtain a letter from your Doctor if carrying medications
- If you have a Security system, advise security company of your absence
- Mow/trim the lawn disposing of excess rubbish, tidy yard & empty outside bins
- Advise trusted family/friend/neighbour of your absence
- Leave a house key with trusted family/friend/neighbour
- Locate all receipts required for Tourist Refund Scheme
- Organise/finalise all Duty Free Shopping
- Check any fluids in carry on luggage are correct size
- Print Travel and Packing Checklist and commence packing
- Prepare meals for any family who will still be at home
- Prepare/freeze meal for day of return
- Commence preparing clothes and have washing/ironing up to date
- Cancel newspaper delivery
- _____
- _____
- _____

Day Before Travel

- If driving to the airport, fill the car with petrol
- Empty any perishable items from refrigerator
- Water all indoor and outdoor plants
- Ensure all technology items (phones, laptops, ipads,etc) are fully charged
- Attach fully completed luggage tags to all bags including carry on luggage
- _____
- _____
- _____
- _____
- _____

Day of Travel

- Unplug all unnecessary appliances in the house
- Conduct final check of all documents
- Close all curtains/blinds/shutters
- Check all doors and screens are locked
- Turn off water to dishwasher and washing machine
- Make sure dishwasher is empty and leave door slightly open
- Make sure washing machine is empty and leave door/lid slightly open
- Ensure nothing of value has been left outside in the yard
- _____
- _____

