



Pre-Travel Checklist

- Advise family of itinerary/contact info
- TSA Travel Locks and Keys
- Leave a copy of your passport with family
- Bank contact information in event of lost/stolen debit card
- Credit card contact information in event of lost/stolen credit card
- Notify credit card companies of your travel dates and destination so they will not suspect fraud
- Leave key with friend/neighbor
- Arrange for pets/plant care
- Pay bills due
- Have post office hold mail
- Stop newspaper delivery
- Set heat or air conditioning
- Set answering machine
- Set timed lighting systems
- Close/lock windows
- Unplug electronics/appliances
- Turn off water intake
- Turn off ice maker
- Turn off water heater
- Store valuables safely
- Remove all trash
- Lock doors/garage
- Arm security system
- Travel with prescription list
- Medicines (prescription and over the counter) should be in original containers
- Don't put information on your trip on social media

Document List

- Itinerary/Travel Vouchers
- Valid Government issued ID/Passport/Visa
Passports MUST be valid at least 6 months beyond your return date
- Copy of your passport information page
- Take a picture of your passport on your phone
- Passport holder
- Notarized unaccompanied minor letter if traveling with only one parent or with other adult
- Travel insurance card
- Medical insurance card
- Credit card(s) / Cash
- Foreign currency (you can purchase online at travelproworld.com)
- Small bills for tipping
- Emergency numbers and Embassy info
- Frequent Flyer information
- Auto insurance card and driver's license if renting a car/golf cart
- Proof of vaccinations (if required)