

BEFORE YOU DEPART



THE TRAVEL AGENT, INC.

PERSONAL TRAVEL ADVISORS • CORPORATE TRAVEL MANAGEMENT

A branch of **TELL** Travel Group • A **VIRTUOSO** Agency

Traveling Documents

- Electronic ticket confirmation numbers for air flights
- Itinerary
- Passports and/or Visas (if required)
- Cash, credit cards, ATM card
- Carry a copy of your passport separate from the original
- Carry a copy of your full itinerary in checked luggage
- Most travel info can be accessed via your mobile device, tablet, or laptop. **HOWEVER: Batteries die. Phones drown. Tablets get swiped. Take paper backups for your itinerary, tickets, and important contact info!**

Wallet

- Remove any credit cards and items not needed on the trip.
- If traveling as a couple, each person should carry a different type of credit card.
- Note credit card company phone numbers and your card number on a separate piece of paper and carry separately from your wallet. This helps should you lose your credit card.
- Call your credit card company to advise when and where you will be traveling to avoid a freeze on your account. Also ask if you will need any special pin numbers if you are traveling abroad.
- If traveling abroad, carry a small amount of the local currency at all times.

Departure Checklist

- Pack one week ahead to avoid last minute stress.
- Your carry on should contain night clothes and at least one change of clothes.
- If traveling as a pair pack half of your clothes in each suitcase. If one should be lost then you will have clothing until it is recovered.
- Stop your home newspaper and your home delivered mail.
- Empty your refrigerator and take out the trash.
- Advise a relative or neighbor when you will be gone and provide them an itinerary.
- Leave copy of your itinerary on your kitchen counter.
- Adjust the lighting and thermostat. Consider putting timers on some lights so your house is not completely dark.
- Secure all windows and doors.
- Make arrangements for pets.

