

# Traveling Checklist

## CHECK BEFORE BOOKING

- budget
- passport expiration date
- travel insurance
- cancellation policy
- cell phone coverage
- house & plant care
- child & pet care
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## DAYS PRIOR TO DEPARTURE

- pack luggage & carry-on
- last-minute shopping
- last-minute laundry
- tickets / boarding pass
- bill arrangements
- extra key to neighbor or friend
- download Mobile Passport App
- ★ save time at U.S. Customs
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## WEEK BEFORE BOOKING

- weather forecast
- purchase anything needed for trip
- ★ ziploc bags for toiletries, 3.4oz (100ml) bottles
- ★ travel comforts: pillow, earplugs,
- inform neighbors of travel plans
- order / exchange currency
- print travel packing list
- HSA concierge & travel design:
- ★ inform of arrival time & transport needs
- ★ of day trips or tickets to shows
- ★ any special requests you may have or need
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## DAY OF DEPARTURE

- prepare luggage & carry-on
- email auto-reply
- unplug appliances
- empty refrigerator
- water plants
- take out garbage
- lock doors & windows
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