

INTERNATIONAL TRAVEL CHECKLIST & TIPS RECOMMENDATIONS

1. Prepare Your Documents

- Make sure your passport is valid for 6 months past your return date (many countries require this).
- Make two photocopies of all your credit cards and your driver's license and passport.
- Keep a copy at home. Take a copy with you and carry separate from the originals.
- If you will be driving in European countries, get your IDP (International Driving Permit). In Italy, it is required by law. Check with your automobile carrier for more information.
- Get all your booking documents organized for the trip. Make a file folder if necessary.
- Print out the information from your country on what to do if your passport is lost or stolen: - US State Department (Lost and Stolen U.S. Passports Abroad).
- Check with the Transportation Authority to read the regulations for carryon items. Many of these changed recently. - United States - www.tsa.gov: Transportation Security Administration (TSA) Make a Very Detailed Itinerary.

2. Make an itinerary:

- Write a complete itinerary with all the addresses, directions and contact numbers that you will need for every place you are going. This way you will always have all the important information you need in one place.
- Be sure to carry the information with you at all times (do not put in checked luggage).
- Give a copy of the itinerary to each person traveling with you and leave an abbreviated copy for the person who will be looking after things for you at home.
- Before you leave home, email yourself and all of your travel companions a copy of your vital information such as rental property address, whom to call, where to meet.
- Make sure this email is kept on your email server (don't download it to your computer) in case you need to find an internet and look up the information.

3. Make Sure Your Money Works:

- Contact your credit card companies to tell them you will be traveling.
- If you desire, order foreign currency from your bank so you don't arrive without any cash; just in case we can't find an ATM immediately.

4. Before You Leave - Reconfirm Everything:

- A couple of weeks before you leave reconfirm all your travel arrangements.
- Call the airline 72 hours in advance to make sure your flights have not changed, to verify your seating and request any special meals (if airline ticket was not included in your trip).

5. Odds and Ends not to Forget:

- Arrange care for your children, pet, lawn, and plants
- Let the trusted neighbor/family member know that you will be gone and for how long.
- Put your lights on timers or have someone the turn on the lights to make your home look lived-in
- Make sure your bills are up to date.
- Have your newspaper discontinued
- Have your mail held
- Make copies of your passports, itineraries, vouchers, etc, along with the numbers to call in case your credit card is lost or stolen (see below)
- Send a copy of your itinerary, including hotel phone numbers or websites to your family and interested friends.

6. GOOD TO KNOW BEFORE YOUR GO EUROPEAN HOTELS

- Europe's hospitality industry is centuries old and its hotels often reflect the varied traditions and standards of their respective countries.
- While comfortable, be prepared for differences and do not expect European hotels to be the same as home.
- Single rooms in European hotels are often smaller than in USA hotels.
- Also, when booking a triple room, the third bed may be a rollaway cot.
- In most European countries, including a continental breakfast is the norm, consisting of tea/coffee, rolls and butter, jam/marmalade; some may include an assortment of cheese and luncheon meats.

7. HOTEL CHECK OUT

- Each time you check out of a hotel, check your room prior to leaving.
- Open every drawer, look under the bed and door, including the bathroom.
- The return of items forgotten is nearly impossible.
- Carry your passport with you at all times to ensure against loss or theft in hotels.
- For added protection, keep a photocopy of your passport in your suitcase.

8. PHONE CALLS

- Almost all hotels will add a service charge to the cost of any phone calls you make from your room. This charge can be high, especially for international calls.
- It may be cheaper to use an international calling plan through your mobile carrier or purchase a sim card from the country you are visiting.

9. ELECTRICAL VOLTAGE

- Electrical currents vary in other countries.
- Some appliances have dual voltage, but if not, it is suggested that you carry a converter for electric shavers, traveling iron, hair appliances etc.
- Also, pins, holes and plugs differ everywhere, so it is best to have a universal electrical travel adapter before you go to prevent accidents and damage to your appliances.
- Note that laptops and cell phone charges will require a different converter than what you would use for a hair dryer. Please check the converter to be sure you have the correct one for your appliance. Otherwise, you risk frying your appliance.

10. PACKING TIPS

- Make sure you have your medications packed in your carryon bag in case your luggage is delayed.
- Keep all copies of prescriptions, tickets, passports, etc. separate from originals in case of loss.
- Keep these types of important documents with you or in your carry-on bag - do not pack these in your luggage in case of loss.
- Make sure your toiletries are packed in your checked luggage. (You can only take items that fit in a quart sized, zip-lock bag and contains less than 3 oz each of liquid, in your carry-on).
- Remember to pack warm clothing, particularly if you are traveling to alpine regions. Weather in Europe, especially in the mountains, can be colder than most people think.
- Check the weather channel or newspaper to see what conditions to expect.
- Rather than bringing one umbrella to share it is better for everyone to have his or her own fold up umbrella or raincoat.
- Wear comfortable clothes, which are mixable with other pieces.

- Mixing and matching helps to pack light. If you wear clothes that you are comfortable in you will be more relaxed.
 - Men only need one tie and women one dress or skirt if you plan to dine in more upscale restaurants.
 - There is nothing worse than aching feet at the end of the day.
 - Make sure to bring a pair of comfortable, broken-in shoes for daytime walking.
 - In many cities in Europe, parking is restricted, and you may have to walk several blocks to see the major sites.
 - Remember, when you visit museums and other sites of interest, you will be on your feet for long periods of time.
 - Costume jewelry travels beautifully.
 - You should leave items of monetary and sentimental value at home. This will allow you to be more carefree and doesn't encourage theft.
 - **Washcloths are not standard in most hotels in Europe.**
 - Cut an old bath towel from home into squares to use as washcloths. When done with them you can just throw them away.
11. **Pack the right attitude** – try to forget about the stock market and other news at home;
- try to make your vacation the experience of a lifetime.