



THINGS TO DO BEFORE YOUR TRIP

AT WORK

- Leave beeper with assistant
- Pack applicable work related resources/books/materials
- Set “out of office” automatic email reply and or voicemail

PACKING

- Customize your packing list
- Make manifests of contents of your luggage
- Make sure luggage and hand carry bags meet airline requirements – weight, size, and TSA restrictions for hand-carry bags and contents
- Weigh luggage

FINANCES

- Get cash/travelers checks
- Pay all bills due or set automatic bill pay to avoid late charges
- Make copies of passport and credit cards
- Notify credit card companies of countries where you will travel and dates

AT HOME

- Arrange for someone to come to your home daily to pick up any advertising flyers, packages, mail, etc. left outside your home to avoid the appearance of being gone
- Arrange for someone to care for your pets
- Hold mail at the post office via internet
- Hold newspaper at least 2 days in advance
- Set home alarm and sprinkler systems
- Tell neighbor/family dates of trip
- Water house plants

MISC.

- If you have a global cell phone, notify cell phone company of countries you will travel to and dates – make sure you can roam globally
- Read up on the culture and history of the country where you are going
- Verify you have international insurance