

Free International Travel Planning Checklist



Phoenix  Rising
TRAVEL SERVICES, INC.



Before Booking Your Trip

- Identify passport and visa requirements; request as needed.
- Check for travel advisories to the destination.
- Research local customs for dress and other potential issues.
- Identify any attractions that require reservations.
- Research travel guides, Trip Advisor, and other online resources for your destination.
- Decide your budget.
- Research the best time to visit.
- Research and decide on trip insurance.
- Identify any needed vaccinations and what preventative items you will need.

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When Booking Your Trip

- Verify planned itinerary allows sufficient connection time.
- Start a file for travel documents.
- Use trip planning software to load your itinerary.
- Upload copies of all necessary documents to the software.
- Verify the status of passports and visas - If there's any question about receiving them in time don't book non-refundable options.
- Book the least available items first, if hotel rooms are in limited supply make sure you have room before booking airfare.
- Book items that can be canceled before booking non-refundable options.
- After trip is booked purchase trip insurance to cover medical, and trip interruption and cancelation. Do this the same day you book travel.
- Identify any needed vaccinations and what preventative items you will need.

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30 Days Before Departure

- Verify all necessary documents are in the file and uploaded, including passports and visas.
- Check with your phone provider to determine what the best option is for communication and whether your phone will work at your destination.
- Start creating your packaging list and acquire any items you need for your trip. Consider the weather at the destination in making your packing list.
- Make sure you have the current vaccinations needed/recommended for travel.
- Make sure you have any needed preventative medicines for traveling (motion sickness, diarrhea, upset stomach, and anything else you anticipate needing).
- Test batteries and chargers for camera and video gear. Make sure to find the needed accessories
- Verify if you will need travel adapters and purchase if necessary.
- Plan for pet care and housesitting as needed.
- Consider getting Clear/PreCheck if you don't have them, they can facilitate clearing TSA more quickly.
- Global entry facilities passing through customs both in the US and in some other countries, additional fees and applications may be required.

CLEAR*

TSA PRECHECK*

GLOBAL ENTRY*



The Week Before Departure

- Be sure to notify credit card companies and your bank for travel plans.
- Make sure you have made arrangements for newspaper and mail.
- Complete most packing - make sure that if you are traveling with someone, you each have clothes in the other's bag(s) so that if some luggage gets lost you will both have something available.
- Weigh packed bags to make sure they meet airline requirements.
- Make arrangements for airport transportation or parking.



The Day Of Departure

- Plan your wake-up time to allow twice the needed time to get ready and leave.
- Pack last-minute items.
- Check that all appliances are off and computers are powered down (in case of bad weather).
- Double-check all documents.
- Leave for the airport early, clear TSA, and find somewhere to relax, you are on VACATION. (If you have followed this list you should have no worries).