



Trip Planning Checklist

Destination & Budget

- Select destination
- Decide when to go
- Research travel warnings and current events in country
- Request vacation time off from work
- Research trip costs
- Set a spending budget

Travel Documents

- Apply for Passport / Check expiration of current passport
- Apply for entry visa (if necessary)
- Schedule appointments for vaccinations

Planning the Trip

- Apply for travel rewards credit card and/or low-fee ATM card
- Research and set itinerary
- Select a guidebook
- Book your flight
- Book accommodation for each location you will be in
- Plan or reserve in-country transportation

- Set up mobile phone / data usage for international (if elect to use)
- Notify friends / family of travel plans
- Purchase any travel gear needed

Before you leave

- Notify credit / debit card companies of travel dates and locations
- Purchase travel insurance
- Come up with safety plan
- Print travel documentation and emergency contacts, including itinerary, contact info for lodging, health information, travel insurance documentation, embassy numbers, and emergency contact numbers (also good to store this info on DropBox)
- Sign up for State Department SMART Traveler program
- Pay bills