



International Travel Checklist

Simba Travelcare | Corporate Travel Specialists

When planning a trip abroad, there are many important things to do before your departure. The last thing you want is to be disappointed when arriving at your destination, so make a checklist and keep track of your planning.

To Do List: Well in Advance

- Ensure that your passport will be valid for 6 months after you arrive at your destination. Some countries may not let you in if your passport expires within 6 months.
- Research the best method for making payments in your destination country. Are credit cards widely accepted and if so, do vendors require chip-enabled cards? Is it worth getting foreign currency before your arrival or will an ATM card suffice?
- Evaluate whether you'll want travel insurance in case of evacuation or cancelled flights.
- Find out if a tourist visa is required for the country you are visiting and apply ahead of time.
- Research the best way to get from the airport to your accommodations. If necessary, save an offline map to your phone or print out directions.
- Research the basic cultural customs of your destination, like how do people greet each other, how does tipping work, what behaviours and clothing are appropriate in different public spaces.
- Research your phone options. If you want to make calls and texts abroad, research the local phone companies where you might be able to get a local SIM (if this is the case, make sure you have an unlocked phone). Check to see if you get free texting, data, and wifi calling with your mobile service provider.
- Find out if you need any vaccines and schedule those appointments. Check out the country recommendations on the Centre for Disease Control site.

To Do List: One or Two Weeks Before

Set out your essential items (see priority packing list below). Having everything in order will help ensure these items don't get left out when you pack. Make sure your passport is packed somewhere that's easy to retrieve and where you won't forget!

- Charge all your electronics and load them with any entertainment or reading materials you want during the trip.
- Create an offline info sheet. This can be in the offline notes of your phone, in an app like Triplt, or on a piece of paper. It should include things like: the address and phone number of your accommodations, reservation confirmation numbers, a list of recommended places to visit, addresses for anyone you want to mail postcards to, etc.

- Download any smartphone apps you might want, like offline maps, currency converters, or language translators.
- Put your mail on hold or arrange for someone to take care of it while you're gone. Arrange for pet care if needed.
- Make a color copy of the photo page in your passport. Keep it in your carry-on and then keep it separate from your actual passport while you travel, in case the real one disappears.
- Notify your credit card and ATM card companies of your travel. Sometimes you can do this through an online account, but usually you just call the number on the back of the card and tell them when and where you're going.
- Get any cash or foreign currency you need.

Priority Packing List

By now you have researched what will be needed at your destination and you are going to pack a lot more than what is listed below. These priority items below can be a big pain if you forget them.

- Passport
- Immunization cards (some countries only)
- Credit card
- ATM card
- Cash/Local currency
- Prescription medications (if you are on chronic medication, take a copy of your prescription with you)
- Driver's license/ID
- Contact info and directions for first destination (if you are meeting someone at the airport, make sure you have their information with you)
- Pen to use for the customs form on the plane
- Socks and underwear (the easiest essential clothing to forget)