

Travel Itinerary for: Name of Traveler

## Pre-travel checklist

- Passport (*Check expiration date*)
- Visa if applicable
- Foreign Country Entry (ESTA) application if necessary
- Check Global Entry/Known Traveler Status
- Driver's license (*International DL if applicable*)
- Insurance card (*Check International coverage*)
- Any required medications (Refills)
- Foreign Currency (*Pre-check Exchange rates/local exchange rates in foreign country might be better*)
- Phone service (*Switch Data Plan to allow foreign usage*)
- Mobile phone, including international charger adapter.
- Laptop, tablet and chargers.
- Notify bank &/or credit card companies of travel plans
- Refill any required medications (*Check Medication Import regulations*)
- Check vaccinations up to date
- Business cards
- Special clothing requirements for meetings & occasions
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| <b>Destination</b>                    |  |
|---------------------------------------|--|
| <b>Departure Date</b>                 |  |
| <b>Departure Flight &amp; No.</b>     |  |
| <b>Departure Time</b>                 |  |
| <b>Arrival Time</b>                   |  |
| <b>Layover</b>                        |  |
| <b>Departure Time</b>                 |  |
| <b>Final Destination Arrival Time</b> |  |
| <b>Transportation to/from Hotel</b>   |  |
| <b>Hotel Reservation</b>              |  |
| <b>Return Date</b>                    |  |
| <b>Return Flight &amp; No.</b>        |  |
| <b>Return Departure Time</b>          |  |
| <b>Arrival Time</b>                   |  |
| <b>Layover</b>                        |  |
| <b>Departure Time</b>                 |  |
| <b>Home Arrival Time</b>              |  |
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