



- **Book flights, stays, excursions and activities.** Make sure to hold onto all confirmation emails and tickets, it's a good idea to keep physical and digital copies.
- **Do research about your destination.** Take note of important information such as currency exchange rates, timezone differences, tipping norms, appropriate clothing, offensive hand gestures and cultural/legal customs.
- **Consider transport to the airport.** If taking your own car book into the airport car park.
- **Book transport from the airport to your stay.** Whether that be by bus, car hire, taxi, train.
- **Buy travel insurance for emergency care or to cover loss or damage of personal items.** Make sure it covers you for any activities you are likely to do such as extreme or water sports.

If you're traveling within the European Economic Area and Switzerland you can get a free European Health Insurance Card, for free or reduced emergency care. You still need travel insurance to cover loss or damage to personal items.

- **Check passport validity.** For some countries your passport must be valid for 6 months after the date you travel. Remember that renewals may take a couple months, and even expedited requests can take weeks.

Sign your passport on the page opposite your information page. An unsigned passport is not valid.

Make sure the emergency contact details in your passport is filled in, incase of an accident.

Take a photo or photocopy of the information page of your passport and store it securely, so you can access it if your valuables/phone are lost or stolen. Take another means of identification (preferably with a photograph).

- **Check visa requirements for the country your traveling to.** Processing times vary from the same day to a few weeks.
- **Check if travel vaccinations are required at least 8 weeks before your trip at a travel clinic.** If you get vaccinated, bring your International Certificate of Vaccinations ("yellow card") on your trip to show at border patrol.
- **If you're going to be driving abroad,** make sure your licence is current/valid and be aware of the driving laws in the country you are visiting.
- **Check whether your credit card charges a foreign transaction fee.** If so sign up to different card options that don't charge a fee such as Monzo or Revolut.
- **Check expiry dates on your credit or debit card(s).** You should check with your bank whether you need to inform them of your travel plans. It's always a good idea to bring multiple cards in case one stops working.
- **Check with your service provider to make sure your phone works abroad.** You may need to buy local eSIM card.
- **Update your calendar and create an automatic email response.** Make sure any appointments or commitments are rescheduled for a later date. It's also important to create an "out of office" email to let others know that you will be out of town.
- **Give a copy of your itinerary and contact numbers to family and friends.** So they can contact in case of an emergency.
- **Make sure your home and pets are cared for by family, friends or neighbours.** Alternatively remember to book your pet into cattery or kennels that they feel comfortable in for the duration of your trip.
- **Save money and energy** by remembering to unplug and switch off electronics at home.
- **Pack electronic adapters and converters.** Don't forget a portable charger for long haul flights.
- **Download in-flight entertainment** such as movies, music, games etc.