

Check List

Tips to follow before leaving on a trip

List of Things to Do

Planning ahead

Make sure your passport is still valid. Some countries will not allow you in the country if your passport expires within six months following your departure. Make copies of your passport and visas, if any. Give a copy to the person taking care of your things while you're away and keep a copy for yourself.

Write down important phone numbers that you may need while traveling: travel assistance, embassies, etc

Find out if vaccinations are needed. In some cases, it's better to get vaccinated a few weeks before departure.

Don't forget your [travel insurance](#).

Baggage

Make a list of clothes and items you'll need on your trip. Keep the list with you to make sure you don't leave anything behind as you travel and on your return home.

If you take medications, keep them in their original packages. Ask your doctor to give you a copy of your prescriptions with the generic and brand names included. This will be useful if you lose your bags or if they're stolen.

In the plan, keep your medications as well as your eyeglasses and contact lens on you. Remember to bring a second pair of each.

Take along a first aid kit. If you have food allergies, remember to notify the airline ahead of time so that they can prepare appropriate meals for you.

Depending on your destination and the time of year, make sure you bring the right clothes for drastic changes in temperature.

If you travel with small electronic or electric appliances, bring an adaptor too.

Register your camera equipment and similar items at the airport.

Car

Get the tires, body and engine of your vehicle checked by a mechanic before you leave. You're better off spending \$40 to \$65 on a check-up than having an accident or having the entire family spending a day out of your holidays at a garage.



Make sure your driver's license and registration papers are valid, and that you have at least \$1 million in automobile liability insurance.



Get to where you're going safe and sound by taking along an emergency kit and road maps for the area you'll be traveling to.



Travelling with children

Depending on your destination and marital status: bring along the necessary legal documents, as needed.



Bring games, refreshments and snacks for the trip. If you're flying, call at least a week ahead to notify the airline that you'll be traveling with children and would like a meal prepared accordingly for them.



Keep an extra change of clothes and wipes for little faces and hands.



If you're traveling by car, expect to make several stops so the children can stretch their legs. It's also less frustrating for the driver when stops are planned ahead.



House

Make it look like there's someone home: ask a relative or friend to mow the lawn, clear the snow out of the driveway, pick up the mail and newspapers or have delivery temporarily suspended. Use a timer to turn the lights on and off.



Ask a neighbour to turn the lights on and off, open and close the windows and, if possible, park a car in the yard.



Leave a copy of your travel itinerary and personal card numbers (health insurance, credit cards, etc.) with a reliable person who can get in touch with you if there's an emergency.



If you plan to be away for a prolonged period, notify your insurance agent or company.



Store your valuables in a safe.



Unplug appliances, shut off the hot water tank and water (There's a chance that your insurance won't cover water damage if the house has been unoccupied for an extended period.)



If your security alarm system is hooked up to a response centre, remember to give them the name of the person who will be taking care of your house while you're away. Give the person the security system password in case there's a false alarm.



House

Give him your password, house keys and any other instructions he may need.



Give the person your insurance company's name and phone number and your policy number for your house insurance.



Give the person appropriate instructions and the numbers of people and service companies (plumber, electrician, etc.) to call in case of an emergency (e.g. pipe bursts) and leave some money in case of a major problem.



Tell a reliable person where to find your important papers: will, mandate in case of incapacity (You've got one right?), etc.



Don't forget to take out the garbage!



Finally, make sure all the doors and windows are locked and arm the alarm system.



Information and assistance for Canadians traveling abroad

Consult the recommendations given by the Canadian Foreign Affairs Department at:
www.voyage.gc.ca/dest/ctry/reportpage-en.asp

My important phone numbers

Name	Address	Phone Number

My list of clothes and items needed on my trip

	Upon Departure	Coming Back
Clothes		
Medications		
Toiletries		
Eyeglasses, contact lenses, etc.		
Electric or electronic appliances		
Games and toys		