

"Never Forget" Checklist

Use this check list for EVERY trip.

Travel Documentation		Funds / Money	
Boarding Pass printed or electronic		ATM card	
Copies of credit cards with contact information		Cash	
Copies of Passport		Credit Cards	
Drivers license		Dollar bills for tips	
List of Medications		Wallet	
Medical Insurance Cards			
Membership cards or list of numbers in an app.			
Passport / Visa			
Receipt envelope			
Travel insurance information			
Print or store Itinerary with:		Electronics	
Air travel EDT and ETA info		Cell Phone and CHARGER	
Confirmation #- hotel, car, air, conference		Laptop and CHARGER	
Destination location in Phone for GPS		Mouse (if needed)	
Cell # for traveling companions		iPad and CHARGER	
Itinerary emailed to family or friend		Camera, charger, film or memory card	
		Camera-to-computer transfer cord	
		Small Flashlight	
		Presentation clicker	
From the Office		For the Plane	
Notebook		Audio Books	
Pens, pencils, small stapler, clips		Books, magazines	
Planner or Phone w/ accurate calendar info		Deck of Cards / Puzzles / Sudoku	
To Do list		Downloaded Movies	
Work Documents		Earplugs	
Work Reading		Journal	
		Plane Pillow	
		Sleeping Mask	
		Water / Snacks	
		Travel blanket	
Toiletries		Easily Forgotten Items	
Antacid tablets		Bathing suits	
Aspirin, pain killer		Belts	
Contact lenses, case, solution, eye drops		House Keys	
Dental floss		Jewelry	
Deodorant (3oz)		Luggage Tags or Identifier	
Feminine hygiene products		Robe	
First aid / band aides		Sewing Kit	
Hair products		Sleepwear	
Hairbrush / comb		Slippers	
Hand cream / Moisturizer (3 oz.)		Socks	
Lip balm		Stain remover	
Makeup		Sunglasses	
Medications		Travel Locks and Keys	
Mouthwash (3 oz.)		Umbrella	
Nail care supplies		Underwear	
Shaving supplies		Warm weather gloves	
Tissues, cotton balls, swabs		Watch	
Toothbrush, Toothbrush			
Tweezers			