



NOBLE *Adventures*

BEST EVER TRAVEL *Checklist*

DOCUMENTS & PAPERWORK

- Cash (necessary for tipping)
- Airline Flight confirmation code
- Passport/ Visas
- 1-2 Extra Passport photos (required for some visa permits)
- Driver's license
- Credit Cards (notify banks & credit card companies of travel plans for security)
- Important Health/immunization records
- Prescription drug permissions
- Travel Insurance card/Info
- ICE - In Case of Emergency contact Info (on paper, in luggage)
- Travel itinerary for people at home (with each destination contact information)

WHEN TRAVELING WITH MINORS:

- Notarized, parental permission from non-traveling parent when traveling with minors without one or both parents (check specific country rules for each destination)
- 2 Photocopies of essential documents (kept separately from originals)
- Transparent resealable document holders for all above (aka - Gallon Ziplocs)



CLOTHING & FOOTGEAR

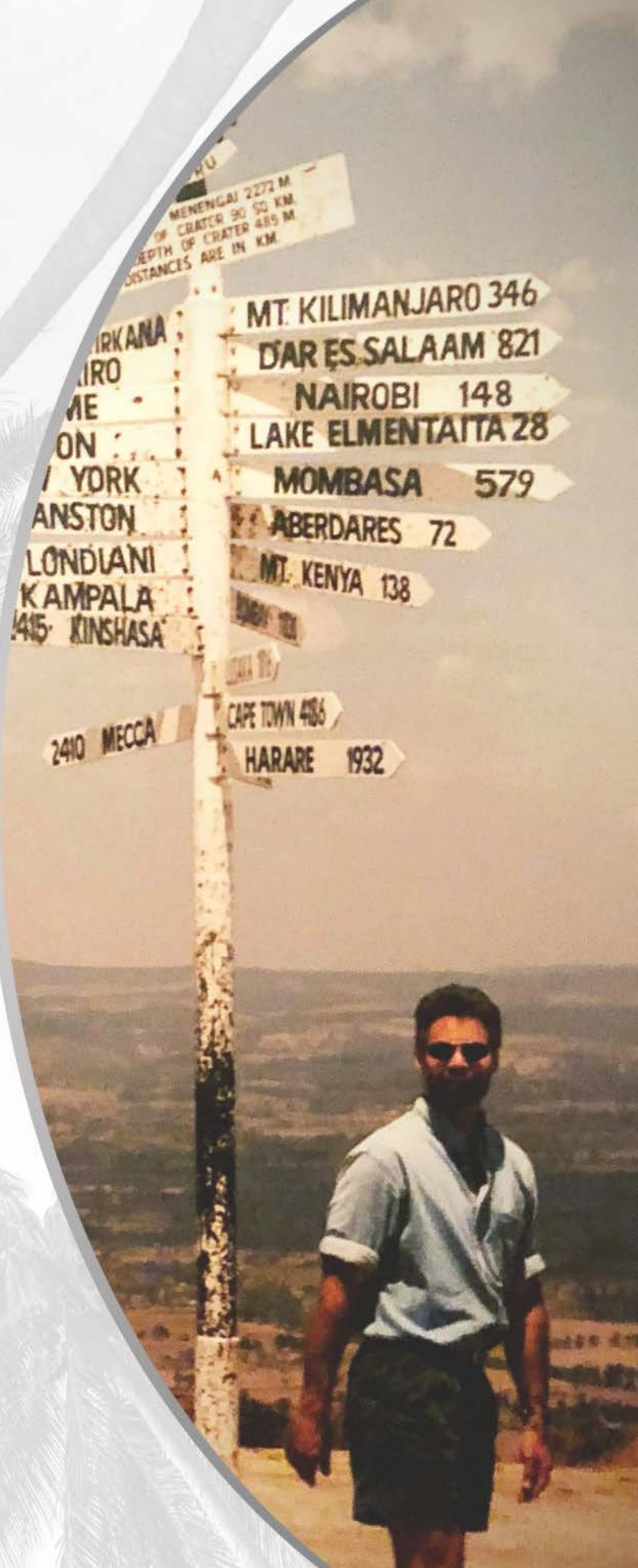
- Basic undergarments/socks
- T-shirts/shorts
- Long-sleeved shirt/long pants
- Belt/fanny pack; both with hidden area for money
- Boots/shoes/flip-flops/sandals
- Sundress/casual dining clothes
- Sweater/jacket
- Windbreaker/raincoat/poncho
- Sarong or lightweight body wrap
- Scarf or bandanna
- Swimsuit/trunks
- Sunhat/baseball cap
- Sunglasses
- Walking stick (packable)

TOILETRIES & ACCESSORIES

- Lightweight Daypack
- Cellphone/cord/charger/
- International Universal Plug/Outlet Adapter
- Universal Bath Plug
- Flashlight/headlamp/penlight/booklight
- Travel candle for hotel room
- Lighter/Matches
- Small personal fan (if preferred for hotels)
- Laundry bag for soiled clothes
- Plastic trash bag for soiled shoes
- Ziplock bags for storage and dry keeping

FIRST AID & HYGIENE

- Toothbrush/paste for in-flight freshen
- Contraception/prescription medications (keep in original bottles)
- Loperamide/Pepto Bismol (in case of diarrhea)/rehydration salt
- Hand sanitizer & sanitizing wipes
- Eye wash/Visine type lubricant
- Bandages, tape, gauze, elastic wraps
- Aspirin, ibuprofen, acetaminophen
- Scissors, tweezers, nail clippers, razor
- Tissues, toilet paper (remove cardboard and smash for packing)



- ❑ Bar soap/shampoo/conditioner
- ❑ Face/body lotion/hair products
- ❑ Toothbrush/paste/rinse/floss
- ❑ Antibiotic wipes, hydrogen peroxide, cotton balls/Q-tips
- ❑ Insect repellent, bug spray
- ❑ DEET for tropical mosquitos
- ❑ Antiseptic cream
- ❑ Sunscreen, sunburn ointment, lip balm

FOOD

- ❑ Portable snacks—granola, raisins, almonds, jerky, crackers, dried fruit for plane rides
- ❑ Empty water bottle (fill in airport post security check)
- ❑ Baggies w/wipes or napkins
- ❑ Breath freshener/mints



DON'T FORGET!
LESS THAN 3OZ LIQUIDS
FOR CARRY-ON BAGS



BUSINESS TRIP CHECKLIST

PREPARING THE OFFICE

- If traveling internationally, obtain all necessary paperwork and vaccinations
- Organize all docs necessary for meetings; book appointments and meeting rooms
- Print out hard copies of presentations, agendas, and important documents
- Confirm appointments, schedules, reservations, etc
- Familiarize yourself with local business customs specific to your destination
- Tie up any loose ends at the office - finish up projects; set up out-of-office replies; notify coworkers about your absence and give necessary travel info to a trusted colleague

PREPARING THE HOME

- Arrange early for child, pet, and plant care and re-confirm commitments early-on; communicate needs and schedules
- Pause routine deliveries including a hold on US Postal Mail
- Make your home seem lived-in while away by putting lights and TV on timers
- Turn down thermostat and turn off water if in a freezing zone so pipes don't burst
- Leave house & car keys, and your complete itinerary, with a trusted friend
- Arrange for neighbor to "watch" your home
- Lock windows, garages, and doors.



Print several copies of this checklist and share with your colleagues. Save a copy on your computer for planning your next trip, and add your own updates as you discover other ideas or efficiencies!

Bon Voyage!



WHEN PACKING FOR A BUSINESS TRIP

- Layout and review specific items of clothing & accessories you'll need to suit the various functions you'll attend
- Try to pack everything you need in a carry-on bag to avoid the challenges of lost luggage
- If you check your bag, along with necessary documents, pack a second set of business clothes and toiletries in a carry-on bag, in case of lost luggage.
- Pack an empty water bottle to fill with filtered water at airport bottle fills (post security) for your comfort in flight

PREPARING FAMILY AND CAREGIVERS AT HOME

- Leave all contact information—including the names, address & phone of hotels, with a family member
- Print your travel itinerary on bright paper so it's easy to spot and reassures children of your return time!
- List important contact info for your spouse and/or caregivers (school/daycare, doctor/hospital, vet, pharmacy, mechanic, helpful friends/neighbors, non-emergency police & alarm company)
- Cash for groceries, entertainment and emergencies
- Consent for medical treatment forms and insurance cards for minor children - have these notarized to be safe