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## PRE TRAVEL CHECKLIST

As part of our continuing effort toward outstanding service for our clients we are sending you this checklist of items that might pertain to your travel. Keep this list handy and refer to it often.

### **Passports and/or required Identification and Visa documents obtained**

Copies of passports and documents made one set kept in a separate piece of luggage

- EMERGENCY CONTACT INFORMATION on file with neighbors
- Mail put on hold. Go to [www.USPS.com](http://www.USPS.com) to do it online.
- Newspapers on hold. Philadelphia Inquirer at [www.service.pnionline.com](http://www.service.pnionline.com) or for the Courier Post at [www.courierpostonline.com](http://www.courierpostonline.com).
- Bills Paid – don't want to come home to past due notices.
- Contact Credit Card Banks for two reasons 1) if you do not have a pin number for use in ATM's get one. This way you do not need to bring gobs of cash or Traveler's Checks. The fees for using an ATM to get cash usually is comparable to the cost of exchanging money and it's much more convenient. 2) **Inform Credit Card Banks when and where you are traveling.** Many credit card companies will shut down your card when suddenly getting charges from outside your normal history especially outside the US.
- Did you make arrangements to get to the airport or cruise port? We can do that for you and there are many options. If you have an early AM flight may we suggest a product we have that offers a night before at an airport hotel and includes free parking for the duration of your vacation. This avoids getting up at 3 AM and dealing with the stress of traffic before your flight. We also have savings coupons for many of the off sight parking lots.
- Luggage restrictions for the majority of the airlines are up to fifty pounds. Any piece of luggage over fifty pounds will be subject to a hefty surcharge. We suggest packing a lightweight large sized duffle type piece of luggage within easy access in case you exceed the limit. This way you can shuffle some clothing or other items around especially when returning home to stay within the limits.
- Prescription drugs should be carried in your carryon bag and a copy of the prescription in your luggage. This way you may be able to obtain replacement medication should you lose it. Bring a few extra days supply of critical medication in case of travel delays.
- For the latest carry on and luggage restriction imposed by the airlines and Homeland Security visit [www.TSA.gov](http://www.TSA.gov) and the Philadelphia Airport at [www.phl.org](http://www.phl.org) . These two websites are a great resource of information about airline travel.

Start with this checklist and if you have any questions CALL US.