



Travel Document Checklist

Make copies of all your documentation, leave one set with a trusted family member or friend, travel with two sets one in your carry on luggage and the other in your check in luggage for an emergency backup. For an extra backup you can scan in documents and put on a USB. Set up a folder in your email to file all emailed travel documents such as E-tickets, accommodation invoices etc.

Getting in & out of the country...

- Passport
- Airline Tickets
- Visa's
- ID Card: Drivers licence, proof of age etc

Miscellaneous (don't forget)...

- Itinerary
- Accommodation bookings/invoices/voucher
- Tour bookings/invoices/voucher
- Airport Transfer bookings/invoices/voucher
- Phonecard/Sim Card details

Safe, healthy and secure...

- Travel Insurance Policy
- International Certificate for Vaccines
- Medication Prescriptions
- Luggage Warranty
- Electronics Warranty's

Spending spree...

- Credit Card/Bank Card details
- Travellers Cheque details
- Bank Details: Emergency number
- Tax Invoice for Duty Free Tourist Refund Scheme

