

Pre-travel Check List

Planning your journey

- ❖ Make sure you have full travel insurance appropriate for your trip. If you have an annual policy check it's validity.
- ❖ When planning a European trip, ensure you obtain a European Health Insurance Card (EHIC). This is not the same as free travel insurance but you will pay substantially less (UK subjects only).
- ❖ Ensure that your vaccinations are up-to-date. This is important if you are leaving Europe. Your doctor can advise you on what is required.
- ❖ Inquire about the immigration and customs procedures of your destination. Allow enough time to receive your visa if one is required. In addition, be sure that your passport is valid for at least six months.
- ❖ Notify friends and family (and employer if appropriate) of your destination and planned date of return.
- ❖ If you wish to hire a car, or take your own car abroad, ensure that you travel with full drivers license.
- ❖ Check the Foreign Office or State Department web site for security warnings.
- ❖ Make a note of the telephone number of your embassy and consulate.
- ❖ Check the weather forecasts for your destination so you can pack appropriately.
- ❖ Inform the police if your home will be vacant.

Take with you

- ❖ Passport
- ❖ Wallet
- ❖ Cash (in euros)
- ❖ Travellers cheques
- ❖ Travel insurance policy document
- ❖ Copies of hotel and car hire confirmations.
- ❖ Emergency telephone numbers
- ❖ Contact numbers to report credit cards or traveller's cheques lost
- ❖ Prescription and OTC medications
- ❖ Foreign language/English dictionary
- ❖ Guidebooks
- ❖ Maps (including point-to-point directions to your hotel)
- ❖ Plug adaptor
- ❖ Telephone adaptor
- ❖ Camera
- ❖ Note pad
- ❖ Torch or flashlight
- ❖ Travel alarm clock

While there .

- ❖ Stay in regular contact with your friends and family, especially if travelling alone.

On your return

- ❖ Tell everyone you are back safe and sound!
- ❖ If you need to make a claim on your travel insurance, do so immediately as delay might invalidate your claim!

Happy travelling!