

# TRAVEL PLANNING CHECKLIST

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## OFFICE

- Confirm Business Schedule
- Confirm Travel Schedule
- Confirm Accommodations
- Set Out-of-Office Notifications
- Delegate Responsibilities to Teammates
- Print Required Documents
- Arrange for Transportation; Finalize Plans

## HOME

- Secure Home
- Adjust Thermostat
- Arrange for Child and / or Pet Care
- For Extended Trips: Make Alternate Arrangements for Mail / Deliveries

## PACKING

- Double Check Clothing for Each Event
- Consider Weather
- Avoid Checking Luggage

## INFO FOR FAMILY / FRIENDS / CAREGIVERS

- House Keys, Car Keys, Itinerary and Contact Info to Distributed to Necessary Parties
- Important Phone Numbers for Care Givers
- Payment for Care Givers

## **DISCLAIMER**

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