
THE TRAVEL CHECKLIST

AND PACKING GUIDE

Travelling for any given amount of time will require some good planning. There is a lot to think about when planning travel and if it's your first time travelling overseas it can be quite overwhelming. If you are an inexperienced traveller then there may be things you haven't considered during the organisation process.

Last minute packing often leads to forgotten items not packed or worse not being able to locate where you put your passport. Having things in order will make your holiday plans run a lot smoother.

Writing lists is one good way to keep on track of what needs to be done and packed. Even keeping a file or a folder with all your documents in the one place is another great way to be organised. If you have already done these two things, then you are off to a great start. If not then this guide will give you a helping hand in organisation and will suggest things you may not have considered. From letting your bank know you are travelling to purchasing a socket adaptor.

This guide is divided in to three sections.

Section one - pages 1-4

Briefly outlines essential travel considerations such as passports and Visas. Including a useful links section at the end.

Section two - pages 5-6

Briefly outlines a guide to packing.

Section three - pages 7-14

Is a printable checklist that covers all those things you need to remember to pack or organise before travel. Each item can be ticked off as you pack or have organised each item. There is some space to add your own items to the list.

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PASSPORT

This is the travel document that allows you to enter and exit a country. Without a passport you are grounded. If you don't have a passport and you are planning on leaving the country you will need to apply for one as soon as possible. Allow at least 6 weeks prior to your departure date to apply and have a new passport processed. Each passport is valid for ten years and for children it's five years.

Passports can be applied for at any post office (most convenient option) or directly through your countries passport office. Some countries will allow you to partly apply online.

Before you travel ensure that you have at least 6 months validity left on your passport, as you may be refused entry into some countries that enforce this rule.

VISA

Some countries have different rules and regulations regarding Visa's and this can be a source of confusion for travellers, even for those who are experienced travellers. The country you are a citizen of will determine whether you will require a Visa or not. There are many countries that will allow you to enter as a tourist for up to 30, 60 or 90 days without a formal document or pay for a Visa on arrival. If your trip exceeds the days allowable then you will need to apply for a Visa.

If you are unsure as to whether you need to Visa, then you will need to check with the country in questions embassy.

Please also note that if you are on a long haul flight and you are in transit, you may still be required to have a Visa in certain countries. Please check with the embassy of that country or get advice from your travel agent.

If you are on a group tour please ensure you organise your own Visa as it is often part of the terms and conditions that Visas are the responsibility of the consumer.

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VACCINATIONS

Depending on what country you are travelling to you may need to get vaccinated. If you are unsure then you should visit your local healthcare physician to discuss what areas you are travelling to and you will be advised of requirements for those regions.

Some vaccinations may require a number of courses for full vaccination. If you are travelling to remote areas in South East Asia for example, you should begin investigating the requirements at least six months prior to departing.

TRAVEL INSURANCE

This is a non-negotiable travel expense and if you cannot afford travel insurance then you cannot afford to travel. Many travel insurance policies can easily be applied for online.

Travel insurance can cover you from lost baggage to the misfortune of requiring emergency medical treatment. No one plans on having an accident and not having travel insurance could directly affect the level of treatment you are able to access without being out of pocket. Many countries throughout the world operate on a pay per treatment system and if you do not have travel insurance you could be laden with a very expensive medical bill.

CULTURAL CONSIDERATIONS

When travelling to countries that have a culture that is significantly different to your own, you will want to be prepared. Do a little research online on what is socially acceptable. Information can be found on the countries tourism websites or perhaps on online forums such as TripAdvisor's travel community forum.

Some things to consider are the way you dress and present yourself. Many religious sites will require you to dress modestly (i.e. shoulders and knees are to be covered). Eating in public in daylight hours in the UAE during the month long 'Ramadan' may result in a fine or possibly being arrested.

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OTHER ESSENTIAL INFORMATION

Notify your bank that you will be travelling overseas and inform them which countries you will be visiting. Failing to let your bank know where you are travelling to may result in your credit cards being suspended. The banks security will detect what it believes to be suspicious activity and deem it fraudulent overseas transactions. Leaving you without any access to your money.

USEFUL LINKS

For visa, immunisation and passport information from any country please [click here](#) for International Air Transport Association or www.iatatravelcentre.com

For Australian passport holders please [click here](#) for Department of Foreign Affairs and Trade or www.dfat.gov.au

For latest up to date travel advice and warnings please [click here](#) for Smartraveller or www.smartraveller.gov.au

Do you need a Visa? Then [click here](#) for VisaCentral (Australian residents) or www.auvisacentral.com

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PACKING TIPS

SUITCASES/CABIN BAGS AND BACKPACKS

The size of your luggage does matter and you should definitely be following the old adage "less is more" concept.

Cabin bags should be packed with essentials that you can't do without or can't be replaced, especially in the event that your checked baggage goes missing. You should always pack valuables in your cabin bag so that you are always aware of their whereabouts. Always ensure that your cabin bag has a lock on it so it can't be accessed by anyone on the plane. Adhere strictly to the weight limit and that it conforms to the dimensions advised by each airline.

Ensure that you follow the airline guidelines on what you can carry in your cabin bag.

Always pack a pen in your handbag or cabin bag. You will be required to fill out declarations and entry forms before you get off the plane.

If you are planning a trip under 8 weeks and are travelling to many countries then you should aim for a medium sized suitcase or backpack. If you are travelling indefinitely and through different seasons you may want to consider a larger suitcase. Travelling with a larger suitcase does have some drawbacks due to its size. The logistics of getting a large suitcase into overhead storage racks on trains can be a problem, along with navigating the narrow aisles might prove to be quite awkward.

PACKING YOUR SUITCASE

Organise your luggage in a way that space is optimised. Employ the method of 'rolling' your clothes to create more space and less wrinkled clothes. To make packing even easier then invest in some packing cubes. These packing cubes are zipped cube compartments with a mesh top. This allows you to group items of clothing together. Items are easily accessible and identifiable as the top is a 'see through' mesh. You can access the cube you require without disturbing the rest of your suitcase.

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Dry packs are another great item to use when packing. Similar to packing cubes, in that it allows you to pack things in a tight space but with the added bonus of being waterproof. So if you are travelling with valuables that need protection from the elements then dry packs are a good choice. It can also serve as a dirty laundry bag and a shopping bag.

Once you have packed everything in your suitcase, take it for a walk down the street and if you can, up and down a flight of stairs. This will give you an idea of how manageable your suitcase is going to be whilst you are away. Most people tend to overpack the first time with a lot of the 'might need' things. You might be quite surprised that you can easily use up three quarters of your baggage limit before you even board the plane.

After you have taken your case for a test run, open it up and take out half of what you packed. You only need the bare essentials, the things that you know you will use or wear.

If you then find that you need something when you are on the road, you can always 'buy' your way out of the bind. Of course we are talking about every day items, those that are easily accessible - such as extra underwear, t-shirts or a pair of shoes etc. Leave enough free space in your suitcase for extra holiday purchases.

Invest in good quality luggage, as it will take a beating from being loaded on and off the plane, lifting up stairs, gutters or over cobblestone streets. Ensure the wheels are sturdy enough to withstand any knocks and the retractable handles are of solid construction.

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BEFORE YOU TRAVEL (3 TO 6 MONTHS)

- PASSPORT
- VISA
- BOOK FLIGHTS
- TRAVEL INSURANCE
- VACCINATIONS
- PURCHASE CURRENCY
- NOTIFY BANK
- BOOK ACCOMMODATION
- ACTIVATE INTERNATIONAL ROAMING (PHONE)
- PRINT OUT BOARDING PASS
- PRINT OUT ACCOMMODATION BOOKING
- PHOTOCOPY TRAVEL DOCUMENTS
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TRAVEL ACCESSORIES

- | | |
|--|--|
| <input type="checkbox"/> MOBILE PHONE | <input type="checkbox"/> CAMERA |
| <input type="checkbox"/> IPAD | <input type="checkbox"/> MEMORY CARD |
| <input type="checkbox"/> LAPTOP | <input type="checkbox"/> SPARE BATTERY |
| <input type="checkbox"/> SOCKET ADAPTOR | <input type="checkbox"/> DAY PACK |
| <input type="checkbox"/> POWER BOARD | <input type="checkbox"/> TRAVEL OR NECK PILLOW |
| <input type="checkbox"/> CHARGERS | <input type="checkbox"/> EAR PLUGS |
| <input type="checkbox"/> READING MATERIAL / BOOK | <input type="checkbox"/> EYE MASK |
| <input type="checkbox"/> NOTEPAD / JOURNAL | <input type="checkbox"/> DVT SOCKS |
| <input type="checkbox"/> PEN | <input type="checkbox"/> HEAD PHONES |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

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PERSONAL ITEMS

- TOILETRY BAG
- MAKE-UP
- SHAVING EQUIPMENT
- TRAVEL HAIR DRYER
- BRUSH/COMB
- LIP BALM
- SMALL MIRROR
- GLASSES/SUNGLASSES
- NAIL SCISSORS
- TWEEZERS
- SHOWER CAP
- MEDICATIONS
-
- SHAMPOO/CONDITIONER
- MOISTURISER
- SOAP
- TOOTHPASTE / BRUSH
- DEODORANT
- MAKE-UP WIPES
- FACE WASHER
- SAFETY PINS
- SMALL SEWING KIT
- HAIR TIES
- TRAVEL TOWEL
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GENERAL ITEMS

- UNDERWEAR
- SOCKS
- DRESSES
- SKIRTS
- ANORAK / COAT
- SHORTS
- T-SHIRTS
- JEANS
- DRESS SHOES
-
- BLAZER / JACKET
- TIE
- TROUSERS / CHINOS
- JUMPER
- WALKING SHOES
- PYJAMAS
- SHIRTS
- GYM CLOTHES
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WINTER ESSENTIALS

- THERMALS
- BEANIE / HAT
- GLOVES
- WARM SCARF
- RAINCOAT
- WARM JACKET
- WATERPROOF FOOTWEAR / BOOTS
- TRAVEL UMBRELLA
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SUMMER ESSENTIALS

- SWIMWEAR
- TOWEL
- SUNGLASSES
- HAT / CAP
- LIGHTWEIGHT SCARF
- FLIP FLOPS
- SANDALS
- LIGHT WEIGHT CARDIGAN / JACKET / OVER-SHIRT

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TREKKING/HIKING WARM CLIMATES

- JACKET
- HIKING BOOTS / HIKING SANDALS
- THICK SOCKS
- ZIP OFF PANTS
- MOSQUITO REPELLENT
- HAND SANITISER
- MOSQUITO NETTING
- POLYPROPYLENE SHIRT
- LIGHT WEIGHT SLEEPING BAG
- SILK LINER
- ROLL UP TRAVEL MAT / PILLOW
- WATER CARRIER

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ALPINE/SNOW TRIPS

- SKI JACKET / SKI PANTS
- GOGGLES
- BASE LAYERS / THERMALS
- MID LAYERS / FLEECE TOPS
- LONG SOCKS
- WATERPROOF BOOTS
- NECK WARMER / SCALF
- SUNSCREEN / LIP BALM
- BEANIE / HAT
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