

## organizing projects, processes and spaces

## **Travel Packing Checklist**

	ents: Paper and/or Electronic
()	Airline Tickets
()	Itinerary
()	Passport (with visas)
()	Copies of passport (one in each bag)
()	Wallet (driver's license/id, credit/debit card, cash)
()	Vaccination certificate (if required)
()	Hotel confirmation
()	Rental car confirmation
	Phone numbers and addresses of contacts in destination location
()	Emergency phone numbers
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()	A good book
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	nic Equipment
()	Notebook computer, charger
()	Digital camera, charger, computer hookup
()	Cell phone, charger
()	Digital music player, charger, computer hookup
()	Headphones
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Genera	l Items
()	Travel alarm clock
()	Toilet Paper
()	Reusable water bottle and/or coffee mug
()	Half a squash ball to use as a stopper in your sink and/or bath
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Personal Items	
()	3 to 5 outfits, depending on your length of stay. Depending on your destination a mix of dressy and casual
()	Undergarments
()	Comfortable shoes
()	Toiletries: comb, deodorant, medications, toothbrush, toothpaste, hand sanitizer
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